

Crowsnest Consolidated High School Student/Guardian Handbook



Vision Statement

EVERY STUDENT MATTERS; EVERY MOMENT COUNTS

Mission Statement

CCHS IS A COMMUNITY WHERE WE FOSTER, SHARE, AND CELEBRATE GROWTH
AND LEARNING

Core Values

RELATIONSHIPS, INCLUSION, PLACE-CONSCIOUS,

CREATIVITY, RESILIENCE, WELLNESS

Mr. Paul Pichurski
Principal
pichurskip@lrsd.ab.ca

Mrs. Jennifer Hamilton
Assistant Principal/Learning Support
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Rose Bellavance
Administrative Assistant
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Barb Pollice
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Crowsnest Consolidated High School

8901 - 20 Avenue, Box 520

Coleman, Alberta ToK oMo

Phone: 403-563-5651

s-cchs@lrsd.ab.ca

Livingstone Range School Division

PO Box 1810, 410 - 20 Street

Fort Macleod, AB ToL oZo

Phone: 1-800-310-6579

hello@lrsd.ab.ca

Crowsnest Consolidated High School Staff

Teaching Staff

Paul Pichurski - Principal

Jennifer Hamilton - Assistant Principal & Learning Support

John Bole (Jr. High Science/Wildlife, STEM)

Courtney Cann (Sr. High Social, Jr. PE, CTF)

Travis Epp (Automotive, Robotics)

Johanna Dalton (Jr./Sr. Social Studies/English, Jr. High Foods)

Matt Hennig (PE)

Zach Harris (Construction, Sr. High Math)

Barbara Ann Hession (Jr. High Language Arts, Visual Arts)

Krysta MacDonald (Sr. High Language Arts, Drama, Film)

Jody Peebles (Sr, High Mathematics)

Ryan Peebles (Sr. High Science)

Sharon Plante (Jr. High Mathematics)

Rudy Schuh (Jr. High Math/Science, Sr. High PE)

Colleen Tkachuk (Jr. High English/Social Studies, Health)

Rob Tkachuk (Sr. High Social Studies/CTS)

Stacey Wright (Recreational Leadership, Foods, Cosmetology, Online Learning Support)

Support Staff

Rose Bellavance (Administrative Assistant/Educational Assistant)

Barb Pollice (Administrative Assistant)

Lani Folkard (Educational Assistant/Learning Commons Technician)

Sherri Gleave (Educational Assistant)

Tynan Groves (Educational Assistant)

Carmen Johnson (Educational Assistant)

Devan MacDonald (Child & Youth Care Worker)

Laura Pollice (Educational Assistant)

Mikaela Pushor (Family School Liaison Counselor)

Alison Sandilands (Educational Assistant)

Sara Savidant (Educational Assistant)

Chelsea Williams (Educational Assistant)

Revised August, 2024

Crowsnest Consolidated High School Family Calendar 2024-2025

August 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

September 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					

October 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		

November 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

December 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				

January 2025						
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	

February 2025						
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	1

March 2025						
S	M	T	W	T	F	S
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					

April 2025						
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			

May 2025						
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

June 2025						
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					

Statutory Holiday/Break SCHOOL CLOSED
Staff Planning Day - No SCHOOL FOR STUDENTS
Teacher Convention NO SCHOOL
Staff Planning Day No School for Junior High
P- First / Last day - Students
Days in Lieu - SCHOOL CLOSED

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BELL SCHEDULE

The Warning Bell rings at 8:35 a.m., Monday to Friday.

Monday/ Wednesday		Tuesday/ Thursday		Friday	
8:35	Warning Bell	8:35	Warning Bell	8:35	Warning Bell
8:40 - 9:22	Period 1	8:40 - 9:22	Period 1	8:40 - 9:12	Period 1
9:23 - 10:05	Period 2	9:23 - 10:05	Period 2	9:12 - 9:44	Period 2
10:05 - 10:09	Break (4 mins)	10:05 - 10:09	Break (4 mins)	9:44	Break (5 mins)
10:09 - 10:51	Period 3	10:09 - 10:51	Period 3	9:49 - 10:21	Period 3
10:52 - 11:34	Period 4	10:52 - 11:34	Period 4	10:21 - 10:53	Period 4
11:34 - 12:13	Lunch	11:34 - 12:13	Lunch	10:53 - 11:19	Lunch
12:08	Warning Bell	12:08	Warning Bell	11:14	Warning Bell
12:13 - 1:01	Period 5	12:13 - 12:49	Period 5	11:19 - 11:51	Period 5
1:01 - 1:49	Period 6	12:49 - 1:25	Period 6	11:51 - 12:23	Period 6
1:49	Break (5 mins)	1:25	Break (5 mins)	12:23	Break (5 mins)
1:54 - 2:42	Period 7	1:30 - 2:15	Flex	12:28 - 12:59	Period 7
2:42 - 3:30	Period 8	2:15	Break (3mins)	12:59 - 1:30	Period 8
		2:18 - 2:54	Period 7		
		2:54 - 3:30	Period 8		

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RIGHTS AND RESPONSIBILITIES

Students have the right to be treated with dignity and respect in the school and a responsibility to treat others with respect. It is the student's responsibility to treat others with respect.

Students have a right to due process and a responsibility to reflect on their choices and make appropriate plans for improvement when mistakes are made.

Students have the right to be safe and secure in this school and a responsibility to act in ways that allow others to feel physically, mentally and emotionally safe and secure

Students have the right to free expression in learning about themselves and others and a responsibility to express themselves respectfully and appropriately.

Students have the right to be themselves in this school and a responsibility to help create and maintain a safe and caring school environment.

HOME AND SCHOOL COMMUNICATION

The most convenient and effective means of communication with school staff is via their Livingstone Range School Division email address (available on the school website - www.crowsnesthighschool.ca - About - Staff Directory). If email is not an appropriate means of communication, parents and guardians are welcome to call the school directly - 403-563-5651. Questions about specific classroom concerns should generally be directed to the associated teacher. Parents and guardians can also access our Family School Liaison Counsellor, Mikaela Pushkor with any social-emotional concerns - pushorm@lrsd.ab.ca. If parents have broader questions regarding their student's school experience, it is reasonable to contact school administration. For general inquiries (communicating student absences, lates or other administrative information), it is best to use the s-cchs@lrsd.ab.ca email address, which forwards to our front office Administrative Assistants.

The school calendar is available on the website - www.crowsnesthighschool.ca - Calendar - Main School Calendar - this calendar includes all dates for school closures (Professional Development Days, Holidays and Non-Operational Days, etc) and will be updated throughout the school year to include supplemental information (school events, exam schedule, etc). A paper calendar including dates for school closures will also be available. There is also a calendar available for student athletics - www.crowsnesthighschool.ca - Calendar - Gym Calendar

Parents and guardians can use the Edsembli Parent Portal (click here for information) to access student grades, schedules and report cards. If you require support in accessing the Parent Portal, please contact the school - s-cchs@lrsd.ab.ca

LEARNING SUPPORT SERVICES

Our school has a Learning Support Team that meets on a regular basis to help meet the needs of our exceptional learners. The team consists of the Learning Support Teacher, Family & School Liaison Counsellor, Principal, and Assistant Principal. We support our students who may be experiencing academic, social-emotional, and/ or behavioural challenges.

Our school-based support services include:

- ☐ specialized assessments to determine student's academic strengths and challenges.
- ☐ individualized program plans to assist with the development of specific learning and behavioural goals.
- ☐ arrangement of case conferences for individual students.
- ☐ support for classroom teachers, students and families.
- ☐ consultation with outside agency representatives.

For more information on our Learning Support Services, please contact the school s-cchs@lrsd.ab.ca

ATTENDANCE

The primary responsibility for regular school attendance rests with the students and the parent/guardian. A critical benchmark attendance level of 90%, set by Livingstone Range School Division, will be utilized.

General Attendance Procedures:

If a student's overall attendance falls below the 90% level, the administration may initiate one or more of the following actions:

- ☐ conference with the student and/or parent/guardian.
- ☐ adjust programs or schedules.
- ☐ provide counseling.
- ☐ other action as deemed appropriate by administration.

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If a student is absent, one of the following procedures must be followed:

- ☐ Parent/Guardian contact the school (403-563-5651, s-cchs@lrsd.ab.ca, or by sending a written note) with a reason why the student is absent. The call is recorded and teachers notified.
- ☐ Student brings a medical certificate with the reason for the absence. Teachers are notified.

If a student fails to provide a note, phone call, or medical certificate, the absence will be considered inexcusable. When a student is inexcusably absent, parents/guardians may be contacted by administration either by phone or letter.

Continued inexcusable absences may result in a conference with the student and parents/guardians. At this time a contract may be established to support improved attendance. Failure to meet the terms of the contract may result in:

- ☐ denial of school privileges
- ☐ in-school suspension
- ☐ suspension from school
- ☐ referral to Attendance Officer
- ☐ recommendation for expulsion
- ☐ Student Leave of Absence

Absence from school for reasons other than sickness or medically related academic care is discouraged. If a temporary absence appears inevitable, the parent/guardian should contact the school directly.

LATES

Promptness to class is courteous and important to the academic success of all students in the class. *For safety reasons, students must sign in at the Office when arriving late or leaving early.*

COUNSELLING SERVICES

Students and families have access to support through the school's Family School Liaison Counsellor, Mikaela Pushor - pushorm@@lrsd.ab.ca

Students have access to Career Counselling through our career practitioner, Lettie Croskery - croskeryl@lrsd.ab.ca

School Staff will provide academic counselling to ensure students are meeting all credit requirements.

EXPECTATIONS FOR STUDENTS

Our expectations are consistent with the School Act and Livingstone Range School Division No. 68 Board Policies.

All students shall comply with the following code of conduct:

- Be diligent in pursuing studies.
- Attend school regularly and punctually.
- Cooperate fully with everyone authorized by the Board to provide education programs and other services.
- Comply with the rules of the school.
- Account to staff members for conduct.
- Respect the rights of others.
- Comply with the Criminal Code.

A discipline problem is defined as “any violation of the policies of the Livingstone Range School Division No. 68 and/or the rules of the school that the student is attending.”

Discipline problems include, but are not limited to:

- Disrespectful behavior to school personnel or to other students
- Damage to property (Vandalism)
- Lack of proper attendance
- Improper conduct on school buses
- Any behavior which is disruptive to the learning process
- Involvement with drugs or alcohol during school hours and at any school sponsored functions, including use of tobacco products, vaping or e-cigarettes
- Theft
- Bringing onto school property any type of weapon or instrument that can be termed dangerous to the student or to other students and staff

The following behaviors should not occur and will not be tolerated:

Threats – The threat of physical, emotional, or psychological harm directed toward any other person. All threat related behavior will be regarded as very serious and will be acted upon and reviewed by the school administration and/or a Threat Assessment Team.

Bullying - is the act of intentionally causing harm to others, through verbal harassment, physical assault, or other more subtle methods of coercion. Bullying, harassing, and teasing of others will not be tolerated.

Examples of Physical Bullying

Unwanted touching, stealing, hitting, pinching, poking, chasing, shoving, cornering, jabbing, tripping, fighting, and vandalizing.

Examples of Emotional Bullying

Name calling, constant teasing, hurtful text messages, ridicule, sarcasms, belittling, humiliation, threatening, lying, mocking, posting hurtful online comments, spreading rumors, and making fun of others.

All citizens of Crowsnest Consolidated High School are expected to:

- ☐ Show consideration, courtesy, and respect to others and their property.
- ☐ Walk quietly and safely to and from all activities in an orderly manner.
- ☐ Avoid the use of profane language and inappropriate gestures.
- ☐ Treat all school property (walls, desks, furniture, lockers, and equipment) with dignity, care, and respect.
- ☐ Adhere to Livingstone Range School Division Policy which prohibits the use of tobacco products, vaping, e-cigarettes, alcohol or drugs on school property or **while involved in school sanctioned activities.**
- ☐ Behave in law-abiding ways; school is not a sanctuary outside of the law. Police advice/involvement will be sought as required.
- ☐ Refrain from using any sports equipment, such as basketballs, skateboards, etc. in the hallways or classrooms.

THE SCHOOL WILL NOT BE RESPONSIBLE FOR ANY LOST OR STOLEN PROPERTY.

CONSEQUENCES FOR STUDENT MISBEHAVIOR

All staff are authorized to handle student misbehavior when it occurs. Students will be made aware of what was poor judgment on their part and will be assisted to choose and use more acceptable alternatives in the future. Staff members shall consider all mitigating circumstances prior to disciplinary action and ensure due process for each student. As much as possible, students will receive positive support to help them succeed and stay in school. The appropriate intervention and consequences will be determined by the nature and/or severity of the misconduct. In most cases, intervention will occur quickly. Interventions will focus on problem solving and correcting behavior.

Consequences for Acts of Misconduct:

Consequences for inappropriate behavior will depend on the circumstances of the situation. In every case, the school will attempt to be fair and take into account the need to consider both the best interests of the student and the school.

Possible consequences include, but are not limited to:

- ☐ Temporary withdrawal of the student from class.
- ☐ Temporary removal of student privileges.
- ☐ Detention of student.
- ☐ Written reflections and plans for improvement.
- ☐ Behavioral contracts, support plans (may include counseling/ outside agency support, etc.).
- ☐ Conferencing with staff and parents.
- ☐ Referrals for counseling support.
- ☐ Restitution.
- ☐ In-school suspension (up to five days).
- ☐ Out-of-school suspension (up to five days).
- ☐ Referral to police/arrest.
- ☐ Expulsion.

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In-School Suspension

The student remains at school. All regular recess breaks and lunch privileges are suspended. While on in-school suspension the student will be provided materials and assignments that are relevant, realistic, and appropriate, and will be responsible for the completion of assignments. Arrangements will be made to work in a setting other than his/her regular classroom.

Participation in any school-related extra-curricular activities may be denied as a result of an in-school suspension.

Out-of-School Suspension

Out of school suspension is a formal disciplinary action whereby the student is excluded from attending school for a maximum of five school days. Unless previous arrangements have been made with an administrator, a student will be considered as trespassing if present on school grounds during the period of suspension.

Participation in any school-related extra-curricular activities is denied for the duration of a suspension.

Cheating / Plagiarism Policy

In academic contexts, cheating or plagiarism is defined as the act of:

- Presenting the work, words, ideas, solutions, or creations of others as your own
- Allowing your work, words, ideas, solutions or creations to be presented by others as their own
- Attempting to obtain solutions or answers from another student during a test
- Attempting to provide solutions or answers to another student during a test
- Use of a cell phone or other technological device without permission during a test
- Attempting to steal instructional materials or answer keys from the teacher or school files
- Inappropriate use of Artificial Intelligence to complete assignments

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Cheating or plagiarism has not occurred when a student:

- Has worked collaboratively on an assignment
- Has discussed an assignment with others then completes the assignment on their own
- Has made obvious attempts to credit the sources of ideas or words in a composition

A teacher who suspects a student of cheating or plagiarism will meet with the student to discuss the incident and determine if either has occurred. If either has occurred, the teacher will:

- Adjust the mark for the assignment or test accordingly
- Document the incident and notify the administration of the offence
- Notify the parents/guardians of the situation
- Use discretion in letting the offending student make up the assignment

If the same student is found to have cheated or plagiarized a second time he/she will be suspended from school for not less than one day and a meeting held with the parents to discuss possible reinstatement conditions.

A student who is accused of cheating may appeal in writing to the teacher within five days of the accusation. The teacher will meet with the student and parents/guardians to review the evidence and make a decision. The teacher must also inform the student and parents/guardians that if they are not satisfied with the decision, they can make a written appeal to the principal within five days of the last decision. The principal and a mutually acceptable teacher will review the case and make a final decision.

TOBACCO/E-CIGARETTES

Tobacco use and/or the use of e-cigarettes (vaping) is strictly prohibited on school property, during any and all school activities.

RCMP LIAISON

A constable from the Crowsnest Pass Detachment will serve as the RCMP Liaison Officer to our school. Serving out of the Crowsnest Pass Detachment, they are available for consult and provide school or community programming

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and classroom presentations. The RCMP also supports our Threat Assessment Team.

SCHOOL CLOSURES

The decision to close schools due to inclement weather lies solely with the Livingstone Range School Division Superintendent's office. The decision to will take into consideration the following factors:

- a) local temperatures, including wind chill, that are colder than -40C as of 6:00 a.m.
- b) severely reduced visibility (.2 km or less)
- c) a combination of weather and/or road conditions that make bus operations unsafe.

If the school has been closed due to inclement weather or other emergency reason, parents will be notified via automated phone-out/email system, and the Livingstone Range and Crowsnest Consolidated Websites

BICYCLES

There are bike stands located at the front and back of the school for students who ride their bikes to school. Students are expected to wear helmets when they ride their bikes. The school is not responsible for any lost, stolen, or damaged bikes.

BUS CONDUCT

- ☐ Students are expected to demonstrate courtesy and respect on buses at all times.
- ☐ Students must sit properly in their seats, facing the front of the bus at all times.
- ☐ Students must remain seated while the bus is in motion.
- ☐ Students must be dressed appropriately for the weather conditions when riding the bus.
- ☐ Misbehavior on the bus may result in school discipline.

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LEAVING CAMPUS

During unassigned periods (lunch break, student spares, etc.) students in Grades 8-12 are permitted to leave the school grounds with the expectation that they will return to class on time. Grade 7 students are not permitted to leave school property. When arriving late to school, students are expected to report immediately to the office to sign in before continuing on to class. Our school entrances are locked throughout the day; students and visitors are required to ring the front doorbell to be granted access to the school.

CELL PHONES

- Students in grades 7-9 may not access a personal mobile device or social media during the school day.
- Students in grades 10-12 may not access a personal mobile device or social media during instructional time unless given permission by the teacher, after receiving limited access approval from school administration for a specific educational task or purpose.
- Accommodations/exceptions for student use during instructional time/class time may be granted to support, monitor, or regulate an approved identified health and/or medical reason as per the medical plan or to support an approved identified inclusive educational need
- During a school-sponsored event or activity with permission of the supervisor.
- At the discretion of the school administration.

Failure to adhere to the personal mobile device expectations will result in the following consequences.

- 1st Offence - the staff member will verbally warn the student and make a record of it in PublicSchool

Works.

- 2nd Offence - the personal mobile device will be confiscated and delivered to the office. The student will be permitted to collect their

personal mobile device at the end of the school day. Parent or guardian will be contacted by the teacher.

- 3rd Offence - the personal mobile device will be confiscated and will remain in the office until a parent or guardian is available to collect the personal mobile device.
- 4th Offence - school discipline

DRESS REGULATIONS

Crowsnest Consolidated High School aims to create and maintain a professional and friendly atmosphere in which teachers can teach and students can learn. The school climate shall foster a safe, secure, and caring learning environment which nurtures personal growth and promotes positive attitudes. We recognize that, while each student's mode of dress and grooming may be an expression of personal style and individual preference, a student's choices may also affect the educational program for other students and the overall school climate.

Clothing is expected to be **respectful of others and appropriate to a working and learning environment**. Students are expected to wear appropriate attire. Clothing with drug or alcohol logos, sexually suggestive designs, or profanity are **not acceptable**. Hats are acceptable at Crowsnest Consolidated, but students are asked to comply with teachers' expectations in all locations.

Staff members have the final say in determining if a student's dress is appropriate. If requested, a student must change their clothing before returning to class. All staff will adhere to these standards as well.

ASSESSMENT

Crowsnest Consolidated High School assessment practices follow the five belief statements below:

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1. Assessment is linked to curricular outcomes
2. Assessment benefits student learning
3. Assessment is flexible
4. Assessment is equitable
5. Assessment is communicated to all stakeholders

Parents and guardians can use the Edsembli Parent Portal (click here for information) to access student grades, schedules and report cards. If you require support in accessing the Parent Portal, please contact the school - s-cchs@lrsd.ab.ca

LOCKERS

Lockers are rented out to students at the beginning of each year. A form detailing the full rental agreement is sent out to each student at the beginning of the year. Students are expected to keep their lock combination private and ensure their locker is locked.

TECHNOLOGY/INTERNET POLICY

Students must realize that the school provides technology for educational purposes only. Students are expected to treat all technology items with respect and care.

Basic Technology Use Rules:

- ☒ Students should always use technology within the school in a proper manner, and for school specific purposes only.
- ☒ Students should always ensure they know how to properly handle the technology they plan to use. If they do not know how to operate it properly, then they should seek out their instructor for guidance and assistance.
- ☒ Students should never place the technology they are using in a situation where it may be damaged or destroyed. (A typical situation that can be damaging to technology is having food or drink around computers, laptops, scanners, cameras, etc.)
- ☒ Food and drinks are NOT allowed in the computer lab or near laptops.

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Internet Use:

Students accessing the Internet, either via school technology or personal devices, must do so responsibly and under the supervision of a staff member.

Failure to comply with any technology guidelines will result in action taken by the teacher and/or administrator. Such actions will be determined on a case by case basis and may result in replacement of damaged items at the student's expense, restitution, suspension of technology privileges, suspension or expulsion.

VISITORS

Visitors are asked to let us know they are here by signing in at the Main Office. Parents picking up their student(s) from school are asked to report to the office and their student(s) will be called to the office.

VOLUNTEERS

We welcome volunteers to assist with activities at the school. Many opportunities are available for volunteer involvement such as:

- ☐ Driving bus for field trips
- ☐ Classroom presentations
- ☐ Assisting with activities
- ☐ Supervising field trips
- ☐ Coaching sports teams

Volunteers are required to fill in a Volunteer Registration Form and submit a Criminal Record and Vulnerable Sector Check. No fee is charged by the RCMP to complete a CRC for volunteers. Criminal record checks must be completed every 2 years for all volunteers.