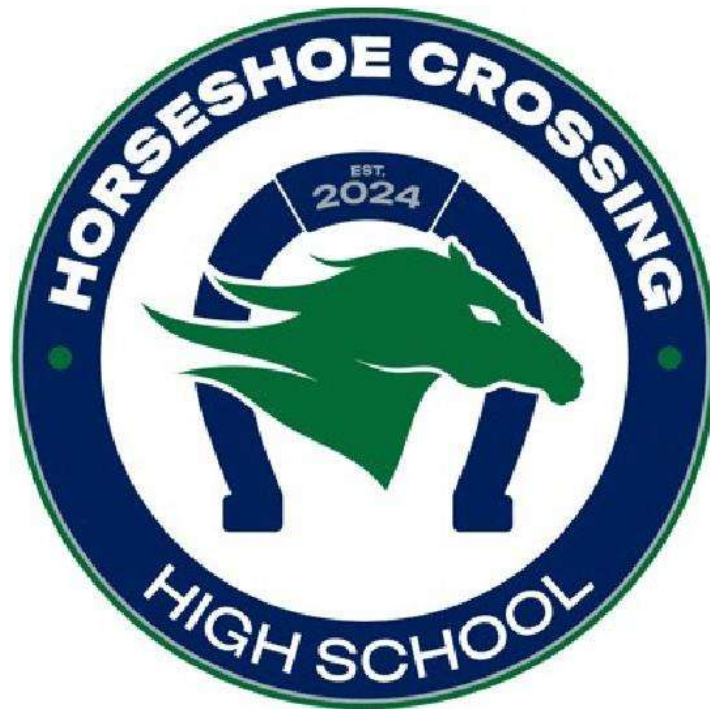


# **STUDENT HANDBOOK**

**2025 – 2026**



**Respectful, Accountable, Safe**

## **MESSAGE FROM THE STAFF**

Welcome to Horseshoe Crossing High School. This is your time to create a quality future and make the most of the learning opportunities that are available at Horseshoe Crossing. We hope that your high school years will be very rewarding and will provide memories that you will remember fondly, after you graduate.

The student handbook provides you and your parents with some basic school and divisional guidelines so that you are aware of expectations. If you don't understand a particular regulation, please ask a teacher or administrator for clarification. It is your responsibility to know what is expected of you and to meet that expectation. We encourage you to discuss this booklet with your parents.

Above all, we expect that you will always be a student who is a positive and contributing citizen who accepts responsibility for their actions—the kind of student of whom you, your parents and your school can be very proud.

We wish you all the best during the coming school year!

## **FOREWARD**

The contents of this Information Handbook are for the use of students and their parents. Some sections will be subject to change through the year, so students should be alert for such announcements. For further information on any of these matters, students and parents are invited to refer to our school website at <https://horseshoecrossing.rockyview.ab.ca>, come to the school office or telephone 403-936-9288.

Horseshoe Crossing High School  
167 Mowat Street, Langdon Alberta T0J 1X2  
Telephone (403) 936-9288

<http://horseshoecrossing@rockyview.ab.ca>

# **Respectful, Accountable, Safe**

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## **FACULTY LIST**

### **KEY CONTACTS:**

**Principal - Mr. Jordan Fenton**

**Assistant Principal – Ms. Marie Cumberland**

**School Counsellor – Ms. Yvonne Paschalis**

**Learning Support Teacher - Ms. Julie Hofmann**

**Off-Campus Co-ordinator (Work Experience/RAP) - Ms. MacKenzi Newman**

**Athletic Director - Mr. Robin Buell**

### **Teachers:**

Ms. H. Auburn – Band, Instrumental Music

Ms. A. Bailey – ELA 10, Art, Photography

Mr. R. Buell – PE/Health 9, PE 10, PE 20/30, Sports Medicine, Wildlife

Ms. S. Christie – Biology 20/30, Design Studies, Robotics, Science 10

Ms. M. Cumberland – Math 30-3

Ms. S. Fallis – Math 9, ELA 9, Design Studies 9

Mr. J. Fenton – Mechanics 10

Ms. T. Harvey – ELA 9, Math 9, Foods 9

Ms. J. Hofmann –CALM, Science 14/24

Mr. D. Kang – ELA 20/30, SS 20, Creative Writing

Ms. C. Markin – Math 10-3, Math 20-3, Math 30-2, Math 30-1, Math 31

Ms. M. Newman – PE/Health 9, Wildlife 9, Fabrication 9

Ms. M. O'Neill – Science 9, Math 9, Chemistry 30

Mr. R. Pandey – ELA 30-2, SS 10/20/30-2, Yoga, Leadership

Ms. Y. Paschalis –Foods 10, Foods 20/30

Ms. C. Siemens – Chemistry 20, Forensics 25/35, Physics 20/30, Math 20-1

Mr. S. Stovka – Sports Per. 10/20/30, Sports Per. Hockey, SS 10, SS 20, SS 30-1

Ms. A. vanRee – Science 10/20, Math 10C, Math 20-1, Math 20-2

Mr. K. Waite-Newhouse – ELA 9, SS 9, ELA 20-1, Sports Performance 9

### **Learning Assistants:**

Ms. Casey Collinge

Ms. Cathy Ulriksen

### **Support Staff:**

Mr. R. Adams – School Tech

Ms. J. Fraser – Main Office

Ms. S. Hagal – Main Office

Ms. T. Priolo – WeConnect

Ms. C. Robinson – Learning Commons

# **HORSESHOE CROSSING HIGH SCHOOL**

## **MISSION AND VISION STATEMENTS**

### **Mission**

*Horseshoe Crossing High School builds a strong, inclusive community rooted in meaningful connections and mutual respect. We empower students to achieve academic excellence while cultivating pride, collaboration, and personal growth.*

### **Vision**

*We envision a school where every student feels safe, valued, and inspired to take risks, embrace their individuality, and thrive as compassionate, confident learners.*

### **Values**

*Respectful, Accountable, Safe*



# PERIOD AND TIME SCHEDULE

## Grades 9-12

### 2025/2026



Monday	Tuesday	Wednesday	Thursday	Friday
8:55 - 10:23	8:55 - 10:23	8:55 - 10:23	8:55 - 10:23	8:55 - 10:01
10:28 - 11:55	10:28 - 11:55	10:28 - 11:55	10:28 - 11:55	10:05 - 11:10
<b>LUNCH</b> <b>11:55 - 12:35</b>	<b>LUNCH</b> <b>11:55 - 12:35</b>	<b>LUNCH</b> <b>11:55 - 12:35</b>	<b>LUNCH</b> <b>11:55 - 12:35</b>	<b>LUNCH</b> <b>11:10 - 11:40</b>
12:35 - 2:02	12:35 - 2:02	12:35 - 2:02	12:35 - 2:02	11:40 - 12:45
2:07 - 3:35	2:07 - 3:35	2:07 - 3:35	2:07 - 3:35	12:49 - 1:55

# **IMPORTANT SCHOOL POLICIES AND PROCEDURES**

## **ACADEMIC INTEGRITY**

**Plagiarism** - Plagiarism means using someone else's ideas or words as if they were your own without giving proper credit. It is considered dishonest, a form of theft, and a violation of copyright.

Whenever you use information, ideas, or wording from another source in your work—whether quoted directly, summarized, or paraphrased—you must acknowledge the source. The only exception is when the information is “common knowledge.”

Failure to give credit is plagiarism. Students who commit plagiarism will face serious consequences. Proper citations, including footnotes or a bibliography, are required for all assignments (except for in-class essays where outside reference materials are not allowed).

Artificial Intelligence (AI) – The use of AI can be a valuable resource for learning, research and productivity when used appropriately. However, its misuse can compromise academic integrity and limit personal learning. **AI is NOT to be used to bypass learning or for full assignment completion.** AI is only to be used as directed by the teacher and may vary from class to class.

Consequences are determined at the teacher's discretion, as each situation is unique. Our primary goal is to educate students about plagiarism, ensure parents are informed, and provide students with the opportunity to learn from their mistake. In most cases, students will be required to complete a new assignment independently, on their own time. The school's objective is to uphold academic integrity while ensuring that students understand the seriousness of plagiarism and its impact on their learning.

## **ADULT STATUS / INDEPENDENT STUDENT**

RVS's Independent Student Policy can be found in Administrative Procedure 303 on the Rockyview Schools Website.

If a student is over the age of 18 and has requested independent status, they are expected to complete the appropriate paperwork in the main office, follow the school attendance policy and behaviour expectations as per the School Act, and pay all school and grad fees.

## **ALCOHOL AND DRUGS**

Possessing, consuming, or being under the influence of alcohol, drugs, cannabis, or any related paraphernalia (including THC vapes) at school, on school property, or during school-sponsored events and field trips is a serious offense. Students found in violation will receive a **five-day suspension**. Repeated offenses may result in expulsion. Students over 18 are subject to the same rules. Depending on the nature of the infraction, the RCMP may become involved.



## **ASSIGNMENTS (MISSED)**

### **Plan for Student Success**

1. Homework and assignment completion is critical to student success.
2. Students are expected to complete all assignments in a timely manner. If there is an extenuating reason why a student cannot meet an assignment deadline, the student should inform the teacher in advance to see if an extension is possible.
3. Each curriculum area will develop a protocol regarding the acceptance of late assignments.

## **ATHLETICS:**

### **CODE OF ETHICS FOR PLAYERS AND SPECTATORS**

As a participating student athlete of the Rocky View Schools extra-curricular sports program, I agree to abide by the following Code of Conduct. I will:

1. Offer constructive support of all participants.
2. Show appreciation of good plays by both teams.
3. As a host school, welcome visitors and guests, offering all possible assistance.
4. As a visitor, respect the property and regulations of the host school.
5. Recognize the integrity of the officials, realizing and respecting the difficulty of their decisions.
6. Accept the officials' decisions as final.
7. Respect the feelings of all participants and show empathy for an injured or disqualified player.
8. Express thanks to those responsible for the opportunity to enjoy a school sports activity.
9. Demonstrate respect toward all student athletes, spectators, coaches, parents and officials at all times, including when using social media.
10. Learn and respect the rules of the sport.
11. Accept victory or defeat graciously, respecting the efforts made by all.

I understand that if I do not comply in any way with the above Code of Conduct, sanctions may be applied which could include removal from my school team and subsequent disciplinary actions at the school level. Reinstatement may occur following a review by the Rocky View Schools Sports Association (RVSSA) and/or designate.

### **CODE OF ETHICS FOR PARENTS**

As a spectator at a school function, I realize that I am under the school's jurisdiction. My actions reflect upon the school I represent and I recognize my responsibility to exemplify the highest standards of conduct. I will:

1. Demonstrate courtesy and good sportsmanship by positive cheers of encouragement for my child's team and not against the opposing team.
2. Support referees and coaches by trusting their judgment and integrity.
  - a. Let coaches run the game.

- b. Accept officials' decisions as final.
- c. Respect the efforts of scorekeepers and other minor officials.
- 3. Not use artificial noisemakers, including but not limited to air horns, cow bells, plastic tube horns, garbage can lids, etc.
- 4. Not to yell at players, coaches, spectators or officials or negatively singling out any of these individuals by name, number or role.

As a guest in the school, I also understand that I must abide by all the rules of that school, the policies and procedures of Rocky View Schools and the Alberta School Act. I understand that non-compliance with the above Code of Conduct may result in my removal from the game and possible ban from all RVSA events.

## **ATTENDANCE**

### **Rocky View Policy**

For RVS' Student Attendance Policy, please see Administrative Procedure 330

### **Horseshoe Crossing High School Policy**

Regular attendance is the responsibility of the student and the parent/guardian.

The teacher's role is to encourage full attendance and support this by maintaining accurate records and sharing and addressing concerns with students, parents/guardians and reporting these concerns to administration.

At the Classroom Level, Teachers will:

- 1. Monitor attendance daily
- 2. Address unexcused absences with students
- 3. Seek to understand the choices for unexcused absences
- 4. After 5 unexcused absences per class, contact the student's family

If the interventions and conversation at the classroom level are not effective in curbing attendance issues with students, concerns will be reported to administration.

Administration, with support from teachers, the school counsellor, parents/guardians, will then collaborate with students to resolve critical attendance problems.

**For students to participate in extra-curricular activities (this includes field trips), they should maintain satisfactory attendance.**

### **Attendance Procedures**

Parents/guardians are encouraged to use the SafeArrival app to enter attendance for their child each day. If the app is not used, parents may still call the school at 403-936-9288 (24 hours per day) to report excused absences.

- a) Telephone calls from students, unless the student has status as an independent student, are not permitted.
- b) Parents are requested to phone in advance of the absence, if possible, preferably on the day of the absence and no later than noon on the day after the absence.

- c) Retroactive reporting exceeding the time limits stated above may not be considered as excused absences

## **Attendance Extended Leave Policy**

Parents or guardians may wish to remove their student(s) from school for an extended period of time (longer than 3 days) for reasons other than bereavement or illness. HCHS staff does not encourage this practice but in the event that parents wish to make this decision, an application is made. **These applications are to be processed at least two weeks prior to an extended absence.**

Forms are available in the office; the process starts, with students meeting with the assistant principal to receive the extended absence form and then obtaining comments from their individual course teachers. Upon completion of the form, and if the parent wishes to continue the planned absence, the signed form must be returned to the office in order to accurately record the absences in Power School.

Please be aware that these absences are parental choice. It should be noted that teachers are under no obligation to provide work prior to the absence or provide additional tutoring for learning covered during the absence. Please refer to the individual teacher course outline for details on how missed work and/or tests will be handled.

Students are expected to be in attendance for all major exams, including end of semester exams in January and June. Parents should not be removing students from school during this time.

## **BREAKFAST PROGRAM**

HCHS offers a breakfast program made possible through the dedication of our volunteers and partial financial sponsorship of Breakfast Clubs of Canada. This program provides a nutritious, continental-style breakfast at no cost to students who wish to participate. The program will remain available as long as volunteer support is in place.

An expectation of the Breakfast Clubs of Canada is that the school continues to seek funding to support the Breakfast program. Anyone interested in sponsoring this program is invited to contact the office to make arrangements. The program runs from 8:30 to 8:55 each morning and there are no barriers to attend. As we want to promote students timely arrival to their morning class, **the kiosk will be closed at 8:55.**

## **BUSSING**

Bus route assignments, pick-up times, alternate drop offs, or any other concerns should be clarified with the bus drivers at the beginning of the year. Questions that the driver is unable to handle, may be referred to the Transportation Department, 403-945-4100. Conduct and disciplinary matters on the buses will be handled by the driver and may be referred to administration. Early in the year, the bus driver should outline bus behavior expectations.

## COMMUNICATION

**Student Handbook:** All important information pertaining to the organization of Horseshoe Crossing High School and student expectations is contained in this handbook which is accessible to every learner on our school website.

**Website:** Our main method of providing information and communication with our community is through our website. Please bookmark <http://horseshoecrossing@rockyview.ab.ca> and check it regularly to remain apprised of important school information and activities. Our annual calendar is also available on the site and you are encouraged to download it to your own electronic device.

**PowerSchool Portal:** All students have PowerSchool accounts and parents may create their own accounts to access student data. This is a direct line of access to information that is available 24/7 for all students and parents.

**P.A. Announcements:** Morning announcements will be provided to inform students of important information.

**HCHS Week at a Glance:** Mr. Fenton will issue a weekly Newsletter (Friday) to parents to keep everyone informed of various activities and programs (September through June).

**Report Cards, Parent/Teacher Conferences:** Report cards will be available at the end of both semesters. Formal interviews will be conducted on:

**First semester - October 22 and October 23**

**Second semester - April 1 and April 2**

Parents of course, are welcome to communicate with teachers all year.

**Email:** Important information or notices are sent to students' homes via SchoolMessenger on an as needed basis.

**Safe Arrival:** Safe Arrival is used to inform the home of student absences

## COURSE ACCELERATION

Our programming goal at Horseshoe Crossing High School is to meet each student's individualized learning needs. To that end, students may pursue an accelerated program. Acceleration will be accommodated to our best ability based on current progress, as well as available space and resources. Students in a higher grade requiring a particular course will retain priority programming if a course offering is limited by section or class size.

## COURSE AND TIMETABLE CHANGES

It is important to know that each spring, students select core and complementary courses that form the basis of our school timetable grid. This master timetable is designed and built from these course requests in order to meet the majority of our students'

programming needs. As such, students are to be thoughtful and careful as to what courses they request in the Spring as their course requests are the single most critical element in our staffing, course assigning and budgeting for the next school year.

We do realize that there can be some changes that become necessary when circumstances have changed over the summer. Essential timetable changes for the year are to follow our course change process. For those students with legitimate learning reasons for course changes (e.g. uneven semester loads, sequencing, passed or failed courses in June or during the summer, prerequisite deficits, change in post-secondary plans), they will first present their needs through an online course change request form. Simple changes will be made while more complex ones will be scheduled with the school Counsellor, the Learning Support Teacher, or an administrator. These appointments are quick, as the course change needs are already identified. Please realize that some requests cannot be honored if classes are full. Also, some changes can cause a complete rebuild of the student's schedule. In addition, reverting to the original schedule is often not an option as classes fill during the change process.

## **CURRICULAR AND EXTRA-CURRICULAR TRANSPORTATION**

All students participating in an activity are strictly prohibited from transporting one another to or from a curricular or extra-curricular event (i.e. field trip or basketball games). **Due to safety and liability reasons, under no circumstances are student participants permitted to transport one another to or from events.**

In order for parents to transport other students, they must fill out form AF260-J (Volunteer Driver Application) and have the appropriate insurance in place.

## **EMERGENCY CLOSURE OF SCHOOLS**

For full RVS Policies on Inclement Weather, please see the RVS Divisional Website.

1. The decision to close the school will be made between 5:30 and 6:00 AM and communicated through all RVS channels, including email, phone, and social media, as well as posted on the website. Media will also be informed of any school closures.
2. Once school begins for the day, it will not be closed until regular dismissal time, unless there is an emergency.
3. It is always the parents' responsibility to determine whether it is safe for your child to attend school in the event of inclement weather.
4. School could remain open while busses may not run. Busses not running does not mean school is closed for the day.

## EXTRA-CURRICULAR ACTIVITY PRIVILEGES

Expectations: Because each student who participates in extra-curricular activities is a representative of this school, the following Standards of Conduct are to be followed:

### I. Behaviour

- A. The School expects all students participating in activities under the sponsorship of the school to act in a manner that will not bring discredit to the school or to themselves, the other members of the group or to the community.
- B. The participants are responsible to the supervisors for their behavior, while under their jurisdiction.
- C. Specific Areas of Concern:
  - 1. Use of Alcohol: Students will not consume any alcohol prior to or during the school day or during school activities occurring after school hours or on field trips.
  - 2. Use of Drugs: Students will not use or be in possession of drugs for non-medical use, prior to or during school activities occurring after school hours or on field trips.
  - 3. Deportment:
    - a. Students will not use unacceptable language.
    - b. Students will not display unsportsmanlike behaviour.

Students are to review the RVS Code of Ethics for players and spectators. This policy shall be clearly reviewed with all students at the beginning of the school year.

### II. Penalties

Students who violate the above standards of conduct will:

- A. Be given a hearing by the sponsor and the administration.
- B. If found to be in violation of the code, the student will be suspended from that activity and other related activities for a stated period and/or may be suspended from school.

### III. Commitment

It is expected that students will attend all practices and be supportive of the coach and other team members. Coaches must be notified prior to absences if possible.

### IV. Costs

Students can expect that there will be additional costs associated with belonging to an extra-curricular team. **In order to participate in an extra-curricular activity during a given year, any outstanding fees from the current or previous school year must be paid or arrangements made.** Any exception to this must be arranged with the principal.

### V. Inter School Athletic Regulations

- A. To be eligible for athletic activities, a student must meet the following conditions:
  - 1. A competitor must be a registered student of Horseshoe Crossing High School and must be a student in good standing. Students who have accumulated unexcused absences will be deemed ineligible to compete.
  - 2. A student must be registered in a minimum of 10 credits in the semester(s) in which the activity is taking place.
  - 3. The student must be under the age of nineteen (19) years on September 1<sup>st</sup> of the school year and not a returning grade 12.
  - 4. The student must have received course grades of 50% or higher.

OR

5. The student must have the teacher certify “satisfactory progress” in courses where the mark is below 50%. It is understandable that a student may experience difficulty in a course. However, it is expected that student “attitude” and “effort” must be positive to have “satisfactory progress”. The student must also:
  - i) attend class regularly and be punctual.
  - ii) be prepared for class.
  - iii) show evidence of having attempted homework and assignments and meeting deadlines.
  - iv) seek extra help from subject teachers when marks are low.
  - v) seek help from the Advisory Teacher and/or counselor and set up a study schedule / supports.
6. **If a student is absent from school on the day of a practice OR game due to illness without a legitimate reason or due to an unexcused absence, they may not be eligible for play that day.** Students are also expected to be in attendance at school following the day of the game.

NOTE: The Principal shall be responsible for making the final decision regarding the eligibility of a student.

- B. Students are to follow the rules and regulations of the school either at home or away, as a participant or a spectator of a sporting activity at any school.
- C. Students must adhere to all ASAA rules governing the particular sport.
- D. Because students represent not only their team but also the school and the community, their behaviour should be above reproach.
- E. Students will be given fair warning if found to be abusing any of the above and the opportunity to rectify the situation. After consultation with the teacher, coach, student and parents, if there is no improvement, the student may be suspended from the activity and other related activities for a stated period.

## **VI. Non-Athletic Extra-Curricular Regulations**

- A. To be eligible for non-athletic activities, a student must meet the following conditions:
  1. A participant must be a student in good standing attending Horseshoe Crossing High School. Students who have accumulated unexcused absences will be deemed ineligible to participate in an extra-curricular activity or field trip.
  2. A student must be registered in a minimum of 10 credits in the semester(s) in which the activity is taking place.
  3. The student must be under the age of nineteen (19) years on September 1<sup>st</sup> of the school year and not a returning grade 12.
  4. The student must have received course grades of 50% or higher.

OR

5. The student must have the teacher certify “satisfactory progress” in courses where the mark is below 50%. It is understandable that a student may experience difficulty in a course. However, it is expected that student “attitude” and “effort” must be positive to have “satisfactory progress”. The student must also:
  - i) attend class regularly and be punctual.
  - ii) be prepared for class

- iii) show evidence of having attempted homework and assignments and meeting deadlines.
  - iv) seek extra help from subject teachers when marks are low
  - v) seek help from the Learning Support Teacher and/or School Counsellor and set up a study schedule / supports.
- B. Students who have an unexcused absence from school the day of a sanctioned event/activity will not be permitted to participate that evening.
- C. Because students represent not only their club but also the school and the community, their behaviour should be above reproach.
- D. Students will be given fair warning if found to be abusing any of the above and the opportunity to rectify the situation. After consultation with the teacher, coach, student and parents, if there is no improvement, the student may be suspended from the activity and other related activities for a stated period.

## **FINAL EXAMINATIONS**

There is provision for a comprehensive final examination in all academic subjects (either in class prior to the last day or during the PAT / Diploma exam period). Alberta Education requires students to write comprehensive examinations in Grade 12 English and Social Studies, as well as other academic courses. These exams are worth 30% of the final course grade. Students who take Diploma Exam courses, and achieve a blended mark below satisfactory levels, may rewrite the diploma exam in the next examination period. This rewrite must be registered through the school counsellor or an administrator, with forms and payment completed.

Students are expected to present picture ID during the writing of each exam.

## **FIRE DRILLS & EMERGENCY PROCEDURES**

Six fire drills, at least two lockdown drills, and one shelter in place drill are conducted throughout the year. Exiting directions are posted in each room and are to be followed when the alarm sounds. Students are to proceed quietly out of the building, stay with their class, remain quiet and not interfere with others. Attendance will be taken and reported to the designated staff. Students who are on spares in the Learning Commons must report to the staging area where they will meet behind the incident commander. It is School Division policy that anyone found tampering with fire equipment is to be charged under Section 387-5 of the Criminal Code of Canada, in addition to any action taken by school administration.

## **FITNESS CENTRE (Outside of School Hours)**

Students who wish to use the fitness centre pay a \$10 annual fee (\$5/semester). A membership card will be issued and must be presented each time the centre is used by the member. Rocky View Schools' Policy H7 regarding weight/fitness rooms states:

1. That a supervisor is always present when the room is in use.
2. That users have received proper instruction in technique.
3. That users must follow an approved outlined program.



4. That spotters are present when barbells are used.
5. That the number of users in the room at one time be no more than the room and equipment can safely handle.

**All users must follow the guidelines posted in the Fitness Centre.**

## **GRADE 9 ON-CAMPUS EXPECTATIONS**

During the school day, grade nine students are expected to be present in the school. With the exception of lunch break, leaving the school property is prohibited. Parents/Guardians must communicate with the school if a student is leaving the school premises other than at lunchtime. If grade nine students do choose to leave the school grounds during the school day, without parent/guardian consent, disciplinary measures may be taken.

## **GRADUATION OR COMMENCEMENT CEREMONY GUIDELINES**

In order to participate in the graduation ceremony grade twelve students must meet the following criteria:

1. Requirements outlined by Alberta Education, including the earning of 100 credits, must be met.
2. Grade twelve students must demonstrate on or about May 1 that they are eligible to earn 100 credits, including those required for graduation. Grade 12 students with marks of 50% or more in a course required for the high school diploma will be considered eligible to participate in the graduation ceremony. **Students with marks below 50% will not be eligible to participate in the ceremony.**
3. All school fees must be paid prior to the ceremony.
4. Good attendance is a requirement for participation in graduation. If a grade 12 student accumulates **15 unexcused absences** in a course, he or she will be **removed from the graduation list**, placed on a high accountability list, and parents will be informed. Students may earn their way back onto the list with improved attendance. The graduation eligibility list will be posted after each reporting period with the final list being posted on or about May 1.
5. In order to participate in the graduation ceremony, grade 12 students are expected to be enrolled full time or in a minimum of three courses at Horseshoe Crossing High School.
6. Those students who have met the requirements for an Alberta high school diploma by the end of the first semester, may apply to be excused from attending school during the second semester. If this request is granted, he/she will still be eligible to participate in the graduation ceremony.
7. Grade 12 students are expected to complete diploma requirements during the grade 12 year. Returning for a second year of grade 12 will be permitted only for those students with extenuating circumstances and with administrative permission.
8. Spare periods are designed only for those students who are on track for graduation. A spare is a privilege, not a right. Spares may be removed to support graduation success.
9. All Grade 12 students and their parents are invited to attend the **Graduation Meeting on Thursday, October 2, 2025 at 7:00 pm in our Gym** in order to ensure

a complete understanding of the requirements and expectations for grade 12 students to graduate and participate in the graduation celebrations.

## GRADUATION HONOUR ROLL

### ***Criteria for Graduation with Honors/Honorable Mention:***

1. All 30 level subjects, which can include Gr. 12 subjects completed in Gr. 11. In addition, a schedule load of a *minimum* of 6 courses for graduating year is required to be eligible
2. Students are allowed to use a maximum of 5 credits for work experience.
  - Required:
    - English 30-1 or English 30-2
    - Social 30-1 or Social 30-2
    - 3 other 30 level courses totaling 15 credits
    - Diploma courses – **use school based marks**, all other courses use final mark
    - **Combined average of 75-79.99% for Honorable Mention**
    - **Combined average of 80+% for Honors**

### ***Criteria for Graduating with Academic Distinction:***

All 30 level subjects. In addition, a schedule load of a *minimum* of 6 courses for graduating year is required to be eligible

5. Students are allowed to use a maximum of 5 credits for work experience.
  - Required:
    - English 30-1 or English 30-2
    - Social 30-1 or Social 30-2
    - 1 other academic 30-level course (Math, Biology, Chemistry, Physics or 2<sup>nd</sup> language)
    - 2 other 30 level courses totaling 10 credits
    - Diploma courses – use school based marks, all other courses use final mark
    - **Combined average of 90+%**

**Students graduating with Academic Distinction will receive a medal when crossing the stage at the graduation ceremony acknowledging this extraordinary accomplishment.**

## HONOUR ROLL Grade 9, 10, 11

Honour Roll – an average of 80% or higher in all subjects.

Honourable Mention – an average of 75-79.99% in all subjects.

**\*\*Grade 12 Students must be taking a minimum of 30 credits for consideration for the Honour Roll.**

For Graduation 2026, we will recognize Academic Distinction at convocation in order for parents, the community & fellow graduates to celebrate at a time when everyone is present. The recipients will have the level of academic recognition announced when their names are announced, as well as receive an honor cord representing their level of achievement. Honors, those students with an 80% average based on Rutherford

standards will receive a double cord, and Honourable Mention, those students who have a 75-79.99% average based on Rutherford standards, will receive a single cord,

## **INFIRMARY/ILLNESS**

Students who become too ill to continue classes must report to the office so that arrangements with a parent/guardian can be made for the student to go home. **A student is not to leave the school until such contact has been made and the student signs out.**

## **INJURIES (REPORTING)**

Injuries received in school must be reported to the office immediately by the student involved and the supervising teacher. An RVS Incident Report must be completed, stating the circumstances relating to the injury.

## **INTERROGATION AND SEARCH POLICY**

Horseshoe Crossing High School supports the view that the school operates in loco parentis and possesses, in matters relating to the school, a parent's right to permit or conduct an interrogation and search students, backpacks, personal belongings and student lockers where reasonable grounds exist. Horseshoe Crossing High School also recognizes the need and the value of cooperation with the RCMP. To that end, the administration, teachers, and support staff are expected to:

1. promote cooperation between the school system and the School Resource Officer;
2. work with the School Resource Officer in resolving problems that may arise from time to time with a student or students;
3. protect the privacy of the student;
4. keep parents fully informed of their child's involvement with the RCMP with regard to legal issues, except in instances of suspected parental child abuse;
5. follow all Rocky View School policies, the Alberta School Act and established school rules and expectations.

### **Guidelines**

1. **All visits or inquiries to a school by the RCMP will be made through the offices of the principal or assistant principal.**
2. The principal will encourage and facilitate the use of RCMP members as resource personnel in classrooms for the purpose of building greater understanding and rapport between students and the RCMP.
3. Police interviews with students should take place on school property only as a last resort.
4. In the event that the interview does take place on school property, the principal or assistant principal shall contact the parents or guardians prior to the student being interviewed to gain consent. The parent shall be provided with the name and phone number of the attending police officer. If contact cannot be made, every attempt to have the interview occur at a later time will be made. In matters of safety or urgency, the principal may override this procedure. In the event that an interview takes place

and parental contact cannot be made, an email shall be sent immediately confirming the fact that a phone call had been made, but that contact had not been attained.

5. Teachers may seize student property when:
  - a. that property may be admissible as evidence in subsequent criminal proceedings and is immediately given to the police;
  - or
  - b. that property is prohibited by school rules or poses a threat to the safety of the individual or others or is injurious to the moral tone of the school. Such property shall be retained in a secure manner and may be returned to the student in accordance with school rules.

## INTERRUPTION OF CLASSES

Students wishing to speak to other students who are in class must report to the office where, if the request is deemed important, the Principal or Assistant Principal will request the subject teacher to excuse the student.

## LATE ARRIVAL / LEAVING EARLY

Students are expected to arrive on time for every class and remain for the full duration. Unapproved late arrivals or early departures (i.e., not arranged in advance by a parent/guardian for reasons such as appointments) disrupt learning and demonstrate a lack of respect for both peers and teachers. When not addressed, these behaviours can become habitual. Consequences are designed to correct behaviour and support student accountability.

### Progressive Consequences for Lateness or Leaving Early:

- **First Incident:** Teacher speaks briefly with the student.
- **Second Incident:** Teacher again connects with the student and contacts parents/guardians.
- **Third Incident:** Student makes up lost learning time by spending lunch in the *Accountability Room*.
- **Fourth Incident:** Student spends lunch in the *Accountability Room* and meets with the school counsellor to create a punctuality plan.
- **Fifth Incident:** Student is referred to Administration.

**Signing Out:** Students who must leave school early with prior parent/guardian approval (e.g., for an appointment) **must sign out at the office before departing**. These pre-arranged absences are not considered offenses under this policy.

## LEARNING COMMONS

The Learning Commons is located on the first floor and the hours are 8:00-4:00 Monday to Thursday and 8:00-1:55 on Friday.

All materials are checked out electronically, and students must present their I.D. card in order to sign out items.

Our Learning Commons Facilitator is available to sign out materials during the following times:

<b>Tuesdays</b>	<b>8:30-3:45</b>
<b>Wednesdays</b>	<b>8:30-12:30</b>
<b>Thursdays</b>	<b>8:30-3:45</b>

As long as the space is used in a respectful manner, **the Upstairs Learning Commons** will be used as a study hall. It will be **available for grade 11 and 12 students on spares**.

## **LEARNING SUPPORT ROOM / WECONNECT**

This year, at HCHS, the Learning Support Room, Test Centre, and WeConnect Rooms are all joined. This allows us to support students in all classes of the day in a variety of ways:

- Test Centre for those students accessing an alternate space as outlined in their Individual Program Plan (IPP).
- An assigned space for students in WeConnect to work on their online classwork.
- A space to receive extra support after classroom instruction is finished (an accommodation that is outlined in a student's IPP).
- A quiet space to complete assignments (as outlined in a student's IPP).
- A space to receive accommodations (IPP).

## **LOCKERS**

The student is responsible for any damage to the locker and for tidying the locker on a regular basis. It is very important that perishable food not remain in the locker, after a reasonable time period. The school does not assume responsibility for items lost or stolen out of lockers. Only locks purchased from HCHS may be used on your assigned locker. **PERSONAL LOCKS WILL BE REMOVED**. All personal items must be removed from lockers by the last day of regular classes in June. Items removed during the end of June cleaning may be discarded or donated to goodwill. Items found during the year will be put in Lost and Found.

## **NON-STUDENT VISITORS**

All visitors are required to report to the office upon arrival to receive authorization for their visit. Visitors with an important purpose are welcome to our school. Those who arrive with no purpose, however, will be asked to leave. Please do not invite friends to visit you here; meet them away from school property. Students are asked to report to a teacher or the office any suspicious/unknown person or group.

## ONLINE LEARNING GUIDELINES – WECONNECT

### Purpose

1. To provide opportunities for students with timetable conflicts to access one of the conflicted courses on-line.
2. To provide an opportunity for grade 12 students who have not yet completed grade 10 courses to do so independently.
3. To provide students with the opportunity to take courses not offered within the Horseshoe Crossing timetable.

### Characteristics of Successful Online Learners:

**Successful online learners are self-motivated.** While some people need teachers to keep them motivated and on-task, online learners are able to motivate themselves. They realize that they will seldom be face-to-face with the people who give them assignments and grade their work, but they don't need others to encourage them. The most successful students are self-motivated and set their own goals.

**Successful online learners never (or at least rarely) procrastinate.** You'll rarely find them putting off assignments or waiting until the last moment to write their papers. These students enjoy the freedom of working at their own pace and appreciate the ability to complete their work in as much time as it takes them, instead of waiting for an entire class. However, they understand that putting off their work too often can end up adding months, if not years, to their studies.

**Successful online learners have good reading comprehension skills.** While most people learn by listening to lectures and taking notes, the majority of online learners are expected to master material through reading alone. Although some courses offer video recordings and audio clips, most programs require that students understand a large amount of information that is only available through written text. These students are able to comprehend texts without the direct guidance of a teacher.

**Successful online learners can resist constant distractions.** These learners understand that being focused is the only way they will achieve success. They also understand that they must create their own boundaries, so that they are not distracted in their learning.

### Expectations

1. Student expectations regarding behavior, attendance, lateness, and respect remain the same as in the regular classroom setting.
2. Completion of a one-credit course is expected to take approximately 25 hours, a three-credit course, 75 hours and a five-credit course, approximately 125 hours of work.
  - **Students who complete a five credit course early will be expected to complete an additional two credits or a three credit course will be expected to earn an additional credit before being granted a spare period.**
  - **Students in Grade 10 will NOT be granted a spare and will use this period as a study block in the WeConnect classroom.**

- Students will be expected to complete a form signed by the WeConnect coordinator, their parents and the principal before this privilege will be granted.
3. If a student is experiencing difficulty meeting deadlines or managing course content, the student is required to seek assistance from the WeConnect coordinator or the teacher delivering the course online.
  4. Students cannot choose to take a course in the WeConnect setting rather than in a face-to-face setting. If the student has access to instruction in a class setting, then the student will be enrolled in the course in that setting.
  5. Courses are to be completed while assigned in the WeConnect room. The only exceptions to this are by contract negotiated on an individual basis with an administrator.
  6. A student not completing a WeConnect course according to schedule may have future privileges revoked until the course is completed. i.e withdraw spare or extra-curricular opportunities, future WeConnect access.

## **PHYSICAL ALTERCATIONS**

Horseshoe Crossing High School is committed to creating and maintaining a safe environment for students and staff. Students who engage in physical altercations will face out of school suspension.

## **REGISTERED APPRENTICESHIP PROGRAM (RAP)**

RAP students are both full-time students and registered apprentices, dividing their time between an approved work site and their high school studies. They take regular courses such as English Language Arts, Social Studies, Science and Math in order to earn their Alberta High School Diploma or Certificate of Achievement. The time a RAP student spends at school and on the work site can be quite flexible. The student, school and employer jointly agree on a suitable schedule. For example, the student might work as a RAP apprentice for a semester, half of each school day, one or two days per week, or during summers, holidays and weekends. The RAP apprenticeship ends when the RAP apprentice finishes high school. Find further information in the [RAP brochure](#) or contact our Off-Campus coordinator, Ms. M. Newman.

## **REGISTRATION EXPECTATIONS**

Students require **100** credits to attain an Alberta High School diploma. Within those 100 credits, there are specifically required courses. (See myBlueprint.ca, our School Counsellor or visit the Alberta Education website [Alberta High School Diploma Requirements](#) for more details).

At Horseshoe Crossing High School, students must register in courses that will earn them the following number of credits each year (NOTE: There are 8 blocks/year: Core classes = 5 credits; Option Classes = 3 credits (term) or 5 credits (semester); CTS Courses are module based – students earn 1 credit per completed module.

Grade 10 – 41 credits

Grade 11 – 35 credits (this allows for 1 spare)

Grade 12 – 25 credits (minimum – all diploma and post-secondary admission requirements must be met)

## **SCHOOL COLOURS**

The HCHS colors are KELLY GREEN and NAVY BLUE.

## **SCHOOL COUNSELLOR**

Students who need help or advice regarding course programs, post-secondary programs, scholarships, entrance requirements, progress towards earning their diploma, or personal matters may make appointments with our school counsellor through the online appointment system. **The Booking Link will be posted on the school website.** When appointments are complete, the student will receive an admit slip for admission to class, so that they are not marked absent.

## **SCHOOL DANCE POLICY**

School dances are a part of student social activities. However, the parents of students expect school dances to be safe and appropriate for high school activities. They rightly assume that such dances will conform to accepted standards. Abuse of dance privileges will cause the cancellation of future dances. Students who want to attend school dances must not have accumulated unexcused absences, particularly on the day of the dance.

Non-students may be invited to school dances by a student and are subject to approval. Invitations are one (1) per student, and must be approved by the Administration prior to the dance. The student as a sponsor **MUST ACCEPT THE RESPONSIBILITY OF THE CONDUCT OF HIS/HER GUEST**, should invited guests behave in inappropriate ways. Please make your guests aware of their responsibility to you as a host.

Students under the influence of alcohol or other intoxicants, or involved in ANY disturbance will be removed from the dance and may be suspended from all school activities until the end of the school year. In addition, the student will face suspension. A student removed from the dance will have his/her parents notified and in most cases, arrangements will be made to have parents or a responsible adult pick up the student. The RCMP may also be involved depending upon the infraction.

### **SCHOOL DANCES: Guests**

If a guest appears under the influence of alcohol, or other intoxicants, or should a guest become involved in ANY disturbance, the guest will be removed along with his/her student sponsor from the activity. That guest will not be allowed to return to further dances.



## **SCHOOL STORE – SPIRIT GEAR**

Horseshoe Crossing will have some spirit items available for purchase. We now have a kiosk from where these items are sold. Each year, different items will be available.

## **SEARCH AND QUESTIONING PROCEDURES**

Where no external agencies are involved, the questioning and/or search of students, their possessions or their lockers will be under the direction of the school principal or designate (if possible, the assistant principal). Searches are made only in the presence of two administrators (or teacher, if administrator is not available). School lockers are considered public property. Searches of student lockers, however, are usually conducted in the presence of the student. At the discretion of the principal, in matters of safety or urgency, a locker search may occur without the student being present. Searches of students and/or their lockers and/or backpacks shall only be conducted when there is reasonable suspicion that they possess contraband or stolen goods. Reasonable suspicion will be determined based on:

- a. an actual eyewitness account by another student or staff of the possession of the goods;
- and/or
- b. historical practice of the student with respect to such possession and previous infractions of the rules.

## **SIGNING OUT**

Students who must leave during the day for personal reasons, must have a phone call to the office from a parent or guardian requesting permission to do so and stating the reason. This should be documented in Safe Arrival. **Students leaving school during class time for any reason MUST check out through the office. They are to remain in their classroom until the teacher receives a phone call from the office.** Students leaving without proper check-out may be considered as truant for the time missed.

## **SKATEBOARDS, ROLLER BLADES, SCOOTERS, AND HOVERBOARDS**

The use of skateboards, rollerblades, scooters, or hoverboards is not permitted during the regular school day. Rollerblades are not to be used in the school and must be removed before entering the school. Please carry your skateboard into the school and directly place in your locker.

## **SMOKING/VAPING POLICY**

Students are strictly prohibited from possessing or using tobacco, vaping, or smoking products in the following areas or situations:

- On school property (including the building, school grounds, and parking lot)
- At all school events and activities, including field trips and off-campus events
- In vehicles parked in the school parking lot
- During class time

### **Prohibited items include (but are not limited to):**

- Chewing tobacco / nicotine pouches
- Cigarettes
- E-cigarettes and vaporizers (including those without nicotine or tobacco)
- Pipes or cigars
- Smoking paraphernalia (such as lighters)

### **Important:**

- Alberta law says no one under 18 can use or possess tobacco, vaping, or cannabis products.
- The whole parking lot is part of school property—no smoking or vaping anywhere.

### **Consequences:**

- First offence: minimum **one day out-of-school suspension**
- Repeated offences: longer suspensions and possible referral for **addiction counselling**

## **SPARE PERIODS**

Grade 11 students are entitled to one spare if they completed all their grade 10 classes successfully.

Grade 12 students may have one or more spares as long as they are on track to meet diploma requirements. During spare periods students should be in a quiet study area (i.e. the Learning Commons or Cafeteria. Hallways and classroom breakout spaces are out of bounds whenever classes are in session. Students leaving the building during study periods assume complete and sole responsibility for their safety while out of the building.

## **STEPPINGSTONES TO MENTAL HEALTH**

In addition to our Guidance department, we have the support of Steppingstones, a community resource. The Steppingstones program provides students with access to a success coach. It is the mission of the steppingstones project to “collaboratively support the development of optimum mental health by validating strengths, focusing on resiliency, encouraging connection, building skills, and valuing emotional and social well-being thereby reducing non-academic barriers to learning”. The success coach may make presentations to classes and work with staff to promote wellness.

## **STUDENT BEHAVIOR EXPECTATIONS – ALBERTA SCHOOL ACT**

I realize that when I disregard school rules and authority, and when I am not diligent in my studies, there is a negative effect on my education. As a result, I agree to abide by all school rules and Section 12 of the School Act (2002) that states:

A student shall conduct himself or herself so as to reasonably comply with the following code of conduct:

- (a) be diligent in pursuing the student's studies;
- (b) attend school regularly and punctually;
- (c) co-operate 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 the student's teachers for the student's conduct;
- (f) respect the rights of others
- (g) 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;
- (h) refrain from, report and not tolerate bullying or bullying behavior directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means;
- (i) positively contribute to the student's school and community.

***"We must be the change we wish to see in the world."***

Any student who contravenes the School Act may receive disciplinary measures and may be precluded from participating in any off-campus excursions, including any or all extra-curricular activities.

## **STUDENT DRESS**

School Administration has the authority to send a student home to change into more suitable clothing before being readmitted to class. The following school policy is drawn to the attention of students and parents:

1. Shoes must be worn at all times for reasons of health and safety.
2. Jackets, coats, and dirty outdoor footwear should not be worn to class but should be stored in the student's locker.
3. Hats are allowed in hallways; it is at teacher's discretion whether hats are worn in their classroom. Students are required to respect their expectations.
4. Physical education dress is required in PE classes—shorts or athletic pants, T-shirt, socks and running shoes.
5. **Students are expected to wear clothing that is appropriate for a respectful learning environment. Clothing must not be distracting, offensive, or unsafe. This includes items with profanity, discriminatory or hateful language or symbols, references to drugs, alcohol, or illegal activities, or sexually suggestive images or wording. Clothing that exposes undergarments or is excessively revealing is also not permitted. The school may intervene if clothing disrupts or interferes with teaching and learning.**
6. Some classes may have, for safety or health reasons, specific dress requirements that must be followed.
7. Shorts and sandals are not permitted in shop classes, science labs, or food prep classes for reasons of health and safety.
8. All weapons – real or replica – are prohibited on school property at all times.

## STUDENT IDENTIFICATION

OBJECTIVE: To create a safe and caring learning community that fosters resiliency individuality, responsibility and learning.

### EXPECTATIONS:

1. All students, staff and visitors to HCHS are expected to have a Horseshoe Crossing High School Identification Card.
2. All students, staff and visitors will be issued an official identification card after picture day. This card entitles students to access school computers, Learning Commons facilities, including books/textbook sign out, in addition to other services.
3. Picture ID must be presented during the writing of an exam.

## STUDENT OF THE MONTH

Each month, Horseshoe Crossing Staff recognize a student who has demonstrated the qualities of successful citizenship and learner commitment. Staff nominate students who are seen as exemplary in any number of ways for the 'Student of the Month' award. Selected students receive acknowledgement in the Yearbook, School Newsletter and on a school display board. The recipients of the award also receive a gift card, HCHS swag and a certificate of recognition.

## STUDENT VEHICLES

The parking of student vehicles on Horseshoe Crossing property is a privilege and students are asked to comply with the following guidelines in the interest of public safety and security.

**NEW THIS YEAR:** The student parking area at Horseshoe Crossing High School will be at the front of the school to allow easy access into the building through the front doors. School staff will park around the side by the shop doors. **NO STUDENTS ARE TO PARK IN THE STAFF PARKING AREA.**

### Registration of Vehicles and Parking Passes

1. All students are required to register **each** vehicle used to transport themselves to school. Students must complete a vehicle registration form. The license plate number, year, make and model of the vehicle will be recorded on this form.
2. Students will be issued a parking pass with an identifying number. **This pass must be on display at all times in the vehicle.** Student vehicles parked inappropriately and/or without the pass displayed may be subject to tow or other disciplinary action (such as suspension of parking privileges).
3. Students will be issued the first pass at no charge. If the pass is lost or misplaced, a new one may be purchased from the office for \$5.
4. Students should not lend their personal passes to other students. The pass holder will be identified as responsible for the vehicle to which it is attached.

## **Parking Lot Guidelines:**

1. **Students are to refrain from loitering in the parking lot during the school day.** This includes during spare classes and lunch. There will be teacher supervisors in the parking lot during breaks.
2. Students must park in designated areas only. They may not park in the through traffic lanes, as this impedes the flow of traffic and access for the busses. Vehicles that do not comply with this guideline are subject to tow and having parking privileges revoked.
3. Students must park correctly in only one space and are to follow the signs where backing in is not permitted. Those parked improperly are subject to tow and having parking privileges revoked.
4. **The speed limit in the parking lot is 10 km/h.** Students who are observed to drive recklessly or with excessive speed may be referred to the authorities, are subject to disciplinary action at the school, and may have their parking privileges revoked.

**Students, irrespective of age, may not drive a vehicle transporting other students during school hours without permission from parents.**

## **SURVEILLANCE EQUIPMENT AND POLICY**

An electronic surveillance system is utilized at Horseshoe Crossing High School to aid in the supervision of the school. The main objectives for use of the system will be: the promotion of the safety and security of students and staff, the protection of School property, as a deterrent, the prevention of criminal activities and the enforcement of school rules. The system will operate according to Rocky View Schools Policy regarding Electronic Surveillance.

## **TECHNOLOGY**

### **1. PERSONALLY OWNED DEVICES POLICY**

The goal of the inclusion of PODs is to provide an opportunity for students to individually access resources and make a deeper connection with the curriculum. Having ongoing access to technology, when it is necessary and appropriate, will help with the above goal. To accomplish this, we only ask that the device be capable of working at a suitable speed for the on-line materials that we will be doing and have some productivity suite. For more specific standards, please go to our website under Personally Owned Devices. As students and their families explore the capabilities of their devices, they may opt to make modifications or purchases.

For the 2025/2026 school year, **students, who will not be able to obtain a laptop for financial or philosophical reasons, may have the ability to sign out a loaner laptop under the long term loan program. After 5 loans, students will be asked to enroll in the long term loan program.**

**Computers will not be signed out from the office during class time. They must be borrowed from the office prior to the first bell of the day.**

We encourage all students to use those technologies in class at the discretion of the teacher. If any of those technologies serve to distract students from their studies over time, we will seek to further educate, structure and communicate with both the students and parents.

**Staff may, if needed, confiscate a technological tool if it is used inappropriately for non-educational means (for example: social media, games, movies, texting, phoning, overall distraction). Cell phones are NOT permitted in class and therefore are not considered a technological tool. Cell phones will immediately fall into the response cycle noted below.**

Response from staff member to issues concerning technology in class:

- On first occurrence, the teacher will confiscate the device and return it to the student at the **end of the class**. Teachers may inform parents.
- On second occurrence, the teacher will confiscate the device and return it to the student at the **end of the day**. Teachers will inform parents.
- On a third occurrence, the teacher will confiscate the device and bring it to the office where it can be retrieved from an administrator at the end of the school day. The teacher must inform parents.
- On a fourth occurrence, the teacher will confiscate the device and bring it to the office where it will be held until a parent/guardian can retrieve it from an administrator at a mutually agreeable time. Administration will inform parents.

In addition to using their devices responsibly, students (and by extension their parents) are responsible for safeguarding and caring for their devices. While teachers and administrators will remain watchful and attempt to mediate any disputes arising over the loss, theft, or damage of electronic devices on school property, they are ultimately the property and responsibility of the student.

**We encourage parents to minimize communication during class time to students.** If there is an emergent need, we welcome contact to the school office and we will share needed messages.

## **2. TECHNOLOGY USE EXPECTATIONS**

As use of technology is integral to the learning community, students are expected to utilize the technological equipment and systems in a responsible and respectful manner. In order for us to maintain the integrity of our equipment and systems, all students must sign an Acceptable Use Agreement in order to access school computers within the building. Contravention of the agreement may result in disciplinary measures. For example, students will be reported to administration and may lose computer privileges, be required to pay for damages, or be suspended for any one of the following infractions:

- a. sending or displaying offensive messages or pictures
- b. using obscene language
- c. harassing, insulting or attacking others.
- d. manipulating computers, computer systems, computer programs or computer networks that belong to the school division

- e. willful destruction or damage to technology
  - f. knowingly infecting a computer with a computer virus
  - g. violating copyright laws
  - h. using another's Login ID and password
  - i. trespassing an another's folder, work or files
  - j. intentionally wasting limited resources
  - k. employing the network for commercial purposes
  - l. attempting to bypass computer or network security.
- **Devices capable of capturing, transmitting, or storing images or recording and storing audio may NOT be operated in restrooms, dressing rooms, or other areas where there is a reasonable expectation of privacy.**
  - **Under NO circumstances shall any video, picture capturing or audio recording device be used in any classroom without the express consent of the teacher and school administration. Special consideration shall be given to protect the privacy of students in the classroom, if such permission is granted. Operation of any electronic device is prohibited in testing situations or where testing materials are present. Participation in the latter will involve disciplinary consequences, as well as not receiving assessment.**

## **Technology and Computer Expectations**

1. Students must log in under **their** ID only. A Network Access/Internet Permission Form must be on file before a student may access the computer network or the Internet.
2. Print jobs: Each student is granted a \$10 photocopy credit to be used throughout the year. Instructions for how to log in to the photocopier to access this credit can be found on the wall above the photocopier in the Learning Commons.
3. If the student prints a job and it does not print, follow this procedure.
  - a) DO NOT press "print" more than once.
  - b) Check to see if there is paper in the printer.
  - c) Ask the teacher or Learning Commons Coordinator for help.
4. Students are not to make any adjustments to the settings on a school device.
5. Students are not to touch the cables of the computers in the lab.

## **TEXTBOOKS**

Students are often issued texts for their curriculum study. All materials are distributed electronically. ID cards are required to sign out material. Students are required to do their best to maintain the books in good order. Students are required to return their textbooks immediately at the conclusion of each term or semester. Any loss or damage to textbooks will be charged back to the student.

## **VALEDICTORIAN CRITERIA**

The Valedictorian has the honor of sharing the common learning stories, the realities of graduation, and the future aspirations of the Class of 2026. This graduate is to be representative of a HCHS Bronco who is striving for academic excellence, while having

a rounded experience during high school. The 2026 Valedictorian will be selected through an application process.

### **The Selection Process:**

1. The candidates for Valedictorian will be the 5 Grade 12 students with the highest overall academic average. Nomination packages will be handed out to each of these students after 3<sup>rd</sup> term marks have been stored and overall marks have been tabulated. These students will then decide whether or not they would like to apply to be the class valedictorian. Completed nomination packages will be due in the office by **Friday, May 1st.**
2. All nominees will then prepare a two-minute speech to introduce themselves & to demonstrate to the Selection Committee as to why they are the most appropriate Valedictorian. These speeches will take place in the first week of May, date to be determined.
3. A Selection Committee (one teacher, one administrator & one graduation committee student) will assess the candidates' speeches & select the class valedictorian.

### **VALUABLES**

**The school is not responsible for lost or stolen items.** Students should take great care with valuable items and money. It is best practice to leave your precious valuables at home. It is very important that you do **not leave valuable items in the gym locker room.**

### **WEAPONS POLICY (INCLUDING REPLICAS)**

Horseshoe Crossing High School believes that a school should be a safe place and therefore prohibits the possession of weapons **or replicas** at school, on a bus, or while attending a school sponsored activity (including field trips). A reminder will be given around Halloween.

#### **GUIDELINES:**

1. A weapon is defined as:
  - a. firearm of any description;
  - b. a knife or similar item dangerous to others; or
  - c. anything designed to be used, or intended for use for the purpose of threatening or intimidating any person.
2. A member of staff wishing to use an item which may be considered a weapon as props, tools or demonstration models must:
  - a. obtain prior approval from the principal;
  - b. give evidence to the principal that they are qualified to handle such an item;
3. Live ammunition shall not be brought onto school property under any circumstances.
4. A student possessing a weapon or replica of a weapon on school property may be suspended or recommended for expulsion and the RCMP may be contacted. The weapon or replica shall be collected by the principal and stored in a secure place until either removed by the RCMP or arrangements can be made with parents to have the weapon or replica safely removed from the school.



5. A student using or threatening to use a weapon shall be reported immediately to the principal and may be reported to the RCMP. The principal shall suspend the student and may recommend to the Superintendent that the student be expelled. The incident shall be recorded and the parent and the Superintendent shall be advised, in writing, of the incident and the actions taken and/or recommended.
6. Outdoor Education programs must conform to Rocky View Schools standards and procedures.

## STUDENT FEES 2025-26

For fees charged in the school year September 1, 2025 and August 31, 2026

Approved by the Board of Trustees

**HORSESHOE CROSSING HIGH SCHOOL**

167 Mowat Street Langdon, AB T0J 1X2

Phone: 403.936.9288

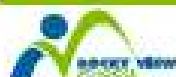
As of Jan. 23/2025

**\*\*PLEASE NOTE:** Amounts are to a maximum and could be a combination of more than one charge.  
 Other non-mandatory charges may be available to students. See [schools.ab.ca](http://schools.ab.ca) for all applicable fees and optional items for purchase.  
 Division wide fees such as International Student fees, Field Trip Insurance and Community Use Fees can be found on the RVS Website

	Current Fee
OCF Construction (20,30)	\$ 90.00
OCF Construction (Gr 9, Gr 10)	\$ 70.00
OCF Cosmetology (10)	\$ 20.00
OCF Cosmetology (20,30)	\$ 35.00
OCF Cosmetology (Gr 9)	\$ 15.00
OCF Dance (Gr 9,15,25,35)	\$ 25.00
OCF Divisional Instrument Rental Fee	\$ 210.00
OCF Divisional Summer Instrument Rental Fee	\$ 140.00
OCF Drama (10,20,30)	\$ 25.00
OCF Fabrication (10)	\$ 70.00
OCF Fabrication (20,30)	\$ 90.00
OCF Film & Media Arts (15,25,35)	\$ 25.00
OCF Foods (10)	\$ 60.00
OCF Foods (20,30)	\$ 90.00
OCF Forensic Studies - 3 Credit (25,35)	\$ 15.00
OCF Graphic Design (10,20,30)	\$ 75.00
OCF Leadership (10,20,30)	\$ 35.00
OCF Mechanics (10,20,30)	\$ 80.00
OCF Percussion Rental Fee (Gr 9,10,15,20,25,30,35)	\$ 30.00
OCF Performing Arts (15,25,35)	\$ 50.00
OCF Physical Education (20,30)	\$ 78.00
OCF Robotics (10,20,30,Gr 9)	\$ 70.00
OCF Robotics Challenge Kit	\$ 20.00
OCF Sports Medicine (10,20,30)	\$ 50.00
OCF Sports Performance (10,20,30)	\$ 25.00
OCF Sports Performance Hockey (10,20,30)	\$ 385.00
OCF Sports Performance Ringette (10,20,30)	\$ 385.00
OCF Wildlife (10,20,30)	\$ 30.00
OCF Yearbook (10,20,30)	\$ 50.00
OCF Yoga (15,25,35)	\$ 25.00
<b>Extracurricular Fees:</b>	
EXT Badminton	\$ 124.00
EXT Basketball	\$ 1,338.00
EXT Cross Country	\$ 105.00
EXT Curling	\$ 304.00
EXT Extra-Curricular Student Athletics	\$ 30.00
EXT Football	\$ 998.00
EXT Golf	\$ 315.00
EXT Provincials - All Sports	\$ 500.00
EXT Rugby	\$ 1,000.00
EXT Soccer	\$ 291.00
EXT String Club	\$ 20.00

For fees charged in the school year September 1, 2025 and August 31, 2026

## SCHOOL AND TRANSPORTATION FEES SCHEDULE



Approved by the Board of Trustees

### HORSESHOE CROSSING HIGH SCHOOL

167 Mowat Street Langdon, AB T0J 1X3

Phone: 403.936.9288

As of Jan 23/2025

*\*\*\*PLEASE NOTE: Amounts are to a maximum and could be a combination of more than one charge.*

*Other non-mandatory charges may be available to students. See [schoolsboardlines.com](http://schoolsboardlines.com) for all applicable fees and optional items for purchase.*

*Division wide fees such as International Student fees, Field Trip Insurance and Community Use Fees can be found on the RVS Website*

	Current Fee
EXT Track & Field	\$ 118.00
EXT Ultimate Frisbee	\$ 1,000.00
EXT Volleyball	\$ 1,296.00
EXT Zones - All Sports	\$ 250.00
<b>Non-Curricular Goods and Services</b>	
HCGS Graduation	\$ 100.00
HCGS Student Insurance for Alternative Programs	\$ 33.00
<b>Non-Curricular Travel</b>	
HCT Canadian Student Leadership Conference	\$ 2,700.00
HCT Global Student Leadership Conference	\$ 2,000.00
HCT Music Spring Tour	\$ 4,000.00
HCT Ultimate Frisbee High School Nationals Tournament	\$ 2,100.00
<b>Other Fees to Enhance Education</b>	
OEE Key Study Guides	\$ 20.00
OEE Workbook (Gr 10,Gr 11,Gr 12)	\$ 30.00
<b>Transportation Fees</b>	
Transportation (Springbank Shuttle)	\$ 395.00
Transportation Fee - Non-Resident Students (Accessing a bus inside RVS boundaries)	\$ 851.00
Transportation Fee - Non-resident Students (Accessing a bus outside RVS boundaries)	\$ 2,431.00
Transportation Fee - Non-Resident Students (accessing a bus within RVS Boundary attending Selkirk, Kathym, Westbrook Indus, Crossfield Elementary or WG Murdoch Schools)	\$ 395.00
Transportation Fee for Resident Students (Cost for the third+ students in a family)	\$ 197.50
Transportation Fee for Resident Students (First 2 per Family)	\$ 395.00
Transportation Fee Resident Students (not attending designated school)	\$ 395.00
Transportation Secondary Stop Fee	\$ 197.50

**INSTRUCTIONAL FEES ARE DUE BY SEPTEMBER 30, 2025 FOR SEMESTER ONE AND FEBRUARY 28, 2026 FOR SEMESTER TWO.**

Textbooks not returned to the school will be charged to the student at the current book value price.