











## TABLE OF CONTENTS

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	General Information	page 3
	Extracurricular Opportunities	page 13
	Grade Nine Curriculum	page 15
	English/ Language Arts/ French	page 18
	Social Studies	page 20
	Mathematics	page 22
	Science	page 24
	Career & Technology Studies	page 26
	Fine Arts	page 30
	Physical Education	page 31
	Others	page 33



## ■ GENERAL INFORMATION

### General Office

The office is open between the hours of 7:30 am and 4:30pm. Students or parents with questions should contact the office, (780) 352-2295, and their call will be directed to the person best able to address their concerns.

### Semester System

WCHS operates on the semester system with each of two semesters running for five months. The first semester runs from September through January while semester two runs from February through June. Students take different courses in each semester. Each semester has two terms for reporting purposes. All three credit options run daily for one term. The instructional day consists of four 82-minute periods with short breaks between periods 1 and 2 and periods 3 and 4. Junior High students may have some 40 minute periods and some non-semester courses.

### High School Credits

Credits are the unit of measure used to determine the amount of work accomplished for each course. A five-credit course involves 125 hours of instruction while a three-credit course involves 75 hours of instruction. Students in CTS courses earn credits by completing a series of one-credit modules. Students who complete each course or module with a final grade of 50% or better will earn the associated credit(s).

Grade 10 students must register in a program totaling at least 40 credits. Students falling below 15 credits per

semester and may have their registration transferred to the WCHS Off-Campus Program.

### Retroactive Credits

In the core subject areas, English, Social, Math and Science, students who do not achieve the required 50% passing grade must repeat the course or, with a mark between 40-49%, continue in an alternate course sequence when available.

Once registered and successful in the alternate course sequence, credits will be awarded for the passed course and its prerequisite. A credit recovery option may be available.

### Credit Recovery Courses

Credit Recovery Courses enable students to explore the possibility of completing courses they may have failed in the past semester without repeating the entire program. The teacher in the course works with the student to determine what work needs to be done, what concepts need to be relearned, and what assessments need to be done to enable the student to learn what they failed to learn in the first enrolment. The student is expected to register for the course, and attend every class until the course has been successfully completed. Upon completion, if time allows, the student must register in the Learning Resource Center to complete additional credit courses.

Credit Recovery Courses will be offered in English, Mathematics, Sciences and Social Studies as staffing permits. It

should be noted that students in these courses must demonstrate exemplary commitment and behavior, since the instructor will be working with a variety of grade levels and programs of study as students are supported to complete their courses.

### Alberta High School Completion Documents

Students may earn either an Alberta High School Diploma or a Certificate of High School Achievement associated with the Knowledge and Employability program. In order to earn an Alberta High School Diploma, students must complete mandatory course requirements and options finishing with a minimum of 100-credits. See chart (p.4) for specific course requirements.

In order to earn a Certificate of High School Achievement, students must complete mandatory course requirements and options with a minimum of 80-credits.

Possession of an **Alberta High School Diploma does NOT guarantee admission** to a post-secondary institution. Students are advised to check the calendars of post-secondary institutions for requirements and possibly make an appointment to see their School Counsellor.

### Participation in Graduation Exercises

Graduation is held at the end of May. Students will only be placed on the Grad List if they are enrolled in the necessary courses and credits to fulfill graduation requirements. **IN ADDITION**, students will need to meet the following criteria:

- » **WCHS Courses**  
Students must be passing (50%+) all courses required for graduation at by the first of May.
- » **WCHS Storefront**  
Students must have completed 2/3 of the coursework and be passing by the first of May.
- » **WCHS Learning Centre**  
Students must have completed 2/3 of the coursework and be passing by the first of May.
- » **All Other Courses**  
Students taking any other course work outside of WCHS / WCHS Storefront must have completed 2/3 of the coursework and be passing by the first of May and be verified by the program provider to WCHS Student Services.

Failure to meet these requirements will result in removal of the student from the Grad List and he/she will not be allowed to participate in Graduation Exercises.

### Requirements for an Alberta High School Diploma

To earn an Alberta High School Diploma, a student must earn a minimum of 100 credits and Complete and meet the standards of the following courses:

- » English 30-1 or 30-2
- » Social Studies 30-1 or 30-2
- » Mathematics 20-1 or 20-2 or 20-3
- » Science 20 or 24, or Biology 20 or Chemistry 20 or Physics 20 and Science 10 or 14
- » Physical Education 10 (3 credits)
- » Career & Life Management (CALM) (3 credits)
- » 10 credits from Career Technology Studies (CTS), or Fine Arts or Second Languages or PE
- » 10 credits in any 30-level courses in addition to English 30-1 or 30-2 and Social Studies 30-1 or 30-2
- » Grade 12 courses: Students who use Francaise 30 as a diploma requirement must present English 30-1 or 30-2 as one of the required Grade-12 level courses. The Grade 12-level course requirements may also be met by 30-level "a" and "b" courses (e.g. Industrial Education 30a and 30b). One 30-level course (10-credits) from any occupational Knowledge and Employability course will be accepted for students transferring from the Knowledge and Employability course stream to the general High School Diploma Program.

Course	DIPLOMA	
	CR	EXAM
English (30-level)	15	Yes
Social Studies (30-level)	15	Yes
Mathematics (20-level)	10	No
Science or Biology or Chemistry or Physics (20-level)	10	No
Physical Education (10-level)	3	No
Career and Life Management	3	No
Subtotal	56	
Other Credits	44	
<b>Total Credits</b>	<b>100</b>	

## Requirements for a Certificate of High School Achievement

Students completing Knowledge and Employability course requirements will receive a Certificate of High School Achievement. The requirements indicated in this chart are the minimum requirements for a student to attain a Certificate of High School Achievement. The requirements for entry into post-secondary institutions and workplaces may require additional courses. 80 CREDITS Including the following:

- » English Language Arts 20-2 or 30-4
- » Mathematics 10-3 or 20-4
- » Science 14 or 20-4
- » Social Studies 10-2 or 20-4
- » Physical Education 10 (3 credits)
- » Career and Life Management (CALM) (3 credits)

Minimum 5 credits in:

- » 30-level Knowledge and Employability Occupational course or...
- » 30-level Career and Technology Studies (CTS) or...
- » 30-level locally developed course with an occupational focus

### AND

Minimum 5 credits in :

- » 30-level Knowledge and Employability Workplace Practicum course or...
- » 30-level Work Experience course or...
- » 30-level Green Certificate course or...

5 credits in:

- » 30-level Registered Apprenticeship Program (RAP) course

## Scholarships and Student Finance

Student Services provide direction for online scholarship searches, information regarding locally awarded scholarships, and criteria for the Rutherford Scholarship. Student Finance information is directed to the school each year in late May. Students are encouraged to begin their financial investigations in Grade 11.

## Registration and School Start-Up

The week before school begins, students are encouraged to come to the school to pick up their timetable, obtain a locker, pick up textbooks for semester one, and pay their school fees. This activity helps the student start the semester smoothly and without the loss of valuable class time.

Please check the Wetaskiwin Times Advertiser newspaper in mid-August for exact times and dates of registration and check out our website at [www.wetaskiwincomp.ca](http://www.wetaskiwincomp.ca) for up to date information.

## Student Fees

Instructional material fees and related school fees are due and payable at the time of registration. Textbooks will not be issued until fees have been paid, or arrangements for payment have been made at the office. Students are responsible for the care of materials and shall be charged for any lost or damaged materials.

## Student Evaluation / Report Cards

Students will receive course outlines and evaluation procedures, from each of their teachers, during the first week of instruction in each course. Evaluation will be continuous throughout the course and report cards will be issued two times per semester, after each quarter is completed. Two parent-teacher interview evenings will be held in each semester.

Students who miss examinations, quizzes, assignments, etc. due to an excused absence must, upon their return, meet with the respective teacher(s) to register for the after school make up exam writing. Students will have the opportunity to makeup missed examinations. These arrangements must be completed within 2 days of returning to class.

Each semester's Final Examination Schedules are posted well in advance. It is not possible to re-schedule a student's final examination except in the case of serious illness confirmed with a medical certificate, or extenuating circumstances cleared with administration.

In the event that a student wishes to appeal a final mark, the following process should be followed:

- » An appeal should be made directly to the teacher concerned.
- » If not resolved in above, appeal may be taken to the administrator for that grade who will involve the



department head, teacher and student in an effort to settle the matter.

- » If not resolved in either of the above, the principal, after consultation with all concerned, will make the final decision.

### Final Exams

All final exams are compulsory. If a student fails to write a final exam, a grade of 0% will be used for the final exam component of the final grade. Exceptions due to medical problems, etc. will be ruled upon by administration.

End of term exams are scheduled over the last few days of a semester. Students in grade 10, 11 and 12 are not required to attend classes during this time if they are not writing a scheduled exam. Those wishing to study quietly are most welcome to be in the school when not writing an exam. Grade 9 classes will run as usual.

## STUDENT INFORMATION

### STUDENT SERVICES

We are here to make your time at WCHS as productive as possible. In order to do this, we have individual counsellors for grade 9, grade 10, grade 11 and grade 12.

If you have questions about your classes or your grades, we can help you. If you have questions about what you are going to do when you finish high school, we can help you. If you have questions about personal issues, we can help you. If we can't help you, we can direct you to someone who can.

### What Does A School Counsellor Do?

- » We work on behalf of students and their families, to support staff in developing school programs that facilitate the educational process and offer the opportunity for success for each student.
- » We provide services to all students in the areas of individual, group, developmental, career, personal and crisis counselling.
- » We deliver personal counselling services to individual students and groups.
- » We provide crisis intervention and follow-up support/referral in the areas of suicide, abuse and bereavement.
- » We refer students and their families to community agencies and other professionals.

### Referrals: How do you access the counsellors?

- » Self Referral: students can request an appointment with their grade level counsellor. Parents or guardians may also contact the counsellor to request services for their student.
- » School Staff: Grade Advisors will encourage students to seek support from the counsellors. As well, other teachers and staff may contact the counsellor if they have concerns for a student's welfare.

Come down to the Student Services area (near the main office) and make an appointment, or, if you are in a hurry,



just drop in. Parents are also welcome to take advantage of this offer. We would, however, recommend an appointment for parents to ensure that the counsellor is available.

### Confidentiality

Information that you or your family member disclose or share with the counsellor will be treated as confidential and will only be shared with others with your permission. There are circumstances where the counsellor is legally required to share information. Some examples are: if you are a harm to yourself or others or if someone is harming you. Consult your counsellor for details on the limitations of confidentiality.

### Learning Support Teacher (LST)

Supports our teachers in developing appropriate supports for students who have been identified as having additional educational needs. The evaluation of what those supports should look like and communication of the supports to staff are done through the development of Individual Program Plans (IPP). These plans are developed in conjunction with the teacher, grade counsellor and the LST. Our LST also facilitates exam accommodations and coordinates Educational & Psychological Assessment. If you have questions or concerns about an IPP, the LST is your primary contact.

### RCMP Liaison

Through our local detachment, an RCMP liaison officer has been assigned to schools in WRPS to help with legal system/justice system issues.

### Learning Commons

The school library is open for student use from 8:15am until 4:15pm. Students are encouraged to use the library for study purposes, as well as for their own enjoyment. There is a wide range of resources available in the library including: Chromebooks, Internet terminals with password access to an excellent selection of online encyclopedias and homework-help sites, print reference material, works of non-fiction, and of course lots of novels and magazines. The library staff are always available to assist students with all of their information needs. Audio Visual equipment may be used by students, but only within the library. Borrowing books from the library is considered a privilege, and students who do not return their materials in a timely manner, will have that privilege suspended. All materials are due back prior to summer vacation.

### Cafeteria

The cafeteria serves all school students and staff. Prices and food are excellent. A continental breakfast is served from 8:00 am to 10:30 am. Lunch is served from 10:30 am to 12:30 pm. Full meals and fast food items are available at lunch-time. Students are expected to clean up after themselves and return trays and dishes to the collection area.

### The Coffee Loft

A great student space for people to meet and interact, the student Coffee Loft is an endeavor involving the school



and the community. We believe that students are valued and thus deserve a pleasant space that invites our community partners and students to enjoy and interact. Featuring comfy furniture, great ambiance and delicious coffee, tea or hot chocolate, catch up with student artwork, activities and talents as you kick back and enjoy a relaxing moment.

### Wahkotawin Room

WCHS has introduced the Success Coach Program. It focuses on building success for our First Nation Students through:

- » Relationships and mentoring -building close supportive relationships with students.
- » Transitions -addressing the high dropout rate between Grade 9 and 10 and supporting transitions between high school and post-secondary school.
- » Culture -developing a sense of belonging through cultural activities.
- » Academics -tutoring, course planning, peer mentoring and role modeling.
- » Parent engagement -encouraging dialogue between parents, school and student.

You will find the Success Coach in the Wahkotawin Room.

### Book Room

Textbooks are issued from the Book Room in September for the first semester classes and in January, at scheduled times, for second semester classes. Upon request at the office, the Book Room can be opened for book exchanges during the school year.

### Student Parking

Student parking is permitted north of the school; however, students should be aware of the restricted areas and times which are posted. Vehicles violating these restrictions will be towed away at the owner's expense.

## STUDENT RULES / EXPECTATIONS

### General Rules of Conduct

It is assumed that students attending this school desire to learn, wish to attend the classes in which they are enrolled, know how to behave in a reasonable manner, and have a strong sense of self-discipline and self-respect. The staff's wish is to see students develop the feeling that Wetaskiwin Composite High School is their school, and that they have a role and responsibility for the climate and environment of the school. The primary objective of requiring appropriate student behaviour and self-discipline is to produce a positive and safe learning atmosphere in which there will be no interruptions of the teaching-learning environment. All students will assume of the personal responsibility for their behaviour and actions, develop appropriate self-control, exhibit self-discipline, and accept responsibility and consequences of any inappropriate behaviour. To accomplish this objective requires a cooperative effort from students, staff and parents. The following general rules of conduct indicate the expected acceptable behaviours:

- » **Behaviour Towards Students.** Students should show respect for their fellow students. It is every student's right to feel accepted, comfortable, and safe within the school. No discourtesy, racial slurs or incidents, mistreatment, bullying or intima-



tion of any student will be tolerated. Students will demonstrate appropriate interactions at all times. No aggressive physical contact will be tolerated. Students will not be allowed to participate in public display of affections that go beyond handholding. We want to create an environment in which all feel safe and comfortable.

- » **Conduct towards teachers and support staff.**  
Students will treat teachers and support staff with courtesy and respect at all times. Foul language and insolence will not be tolerated under any circumstances. Students who use inappropriate language toward a staff member face probable suspension. Any act of theft or vandalism of staff property can be referred to the R.C.M.P.
- » **Conduct towards the school and its environment.**  
Students should treat the school grounds, school building, its interior and facilities with a sense of civic pride. All damage, accidental or intentional, must be immediately reported to the office; failure to report such damages may result in the offender being charged with vandalism.

### Surveillance Cameras

WCHS uses a number of video cameras throughout the building as a supervision tool; both inside and outside, to monitor the school premises in order to provide students with a safe educational environment.

### Zero Tolerance

To further provide all students with a safe and positive

learning environment, the WCHS Administration has instituted a policy of zero tolerance for harassment, violence and illegal substance abuse. Each student is held responsible for his/her personal actions. The privilege to attend Wetaskiwin Composite High School carries with it the obligation to maintain acceptable behaviour.

### Lockers / Locks

Lockers and locks are rented through the school and assigned at the time of registration. Lockers must be locked at all times. The school is not responsible for articles missing from lockers.

You cannot keep anything considered illegal to possess in your school locker, such as:

- » drugs
- » alcohol
- » stolen property
- » anything that could be used as a weapon
- » anything deemed by the school or police to be a danger
- » anything else illegal to possess

In accordance with **WRPS AP 354**, even though students put locks on their school lockers, they should not have an expectation of privacy for their locker. Lockers are the property of WRPS. WRPS reserves the right to open, search, and inspect school lockers without notice to students if WRPS has reasonable grounds to believe that students have anything listed above in the locker.



Lockers must be emptied and the lock returned to the Book Room in June. Lockers must be cleaned and free of pictures, posters, stickers and writings. Monetary penalties will be assessed to those who do not comply.

### Attendance Expectations

- » Students are expected to be in class, on time, on a daily basis. Students who are repeatedly absent may lose their registration in that class.
- » The responsibility for regular attendance rests with the student and the student's parents/guardians.
- » The school will inform parents if regular attendance is not occurring.
- » Parents/Guardians have the responsibility to notify the school in advance of any absences to ensure consideration is given to any upcoming assignments or exams.
- » Students who miss exams and assignments due to absence are responsible for contacting their teachers on the first day back and for making arrangements to complete work missed.

### Procedures

- » The classroom teacher will discuss attendance expectations with their students at the beginning of each semester.
- » Teachers will record all absences in the computer.
- » Excuses will be coded as "explained" if a note or phone call is received from the home (i.e. parent/guardian) testifying to illness, necessary appointments, family emergencies, etc.
- » If a student's absences have not been explained by 3:30 pm on a given day, home contact will be made that evening utilizing the Autodialer.
- » In accordance with school policy, students whose absences are deemed to be excessive may be withdrawn from individual courses. Student circumstances will be considered and provision made for appeals to be heard.

### Dropping Courses

The selection of courses is a very important decision. It is expected that students explore all avenues and utilize the school resources before making the decision to drop a

course. Students who decide to drop a course must pick up a "request to drop" form from student services. This form must be signed by a parent/ guardian and returned to the Counsellor.

### Spare Periods

Students with spares are expected to use this time wisely. Students not wishing to utilize the library or Learning Commons during their spares must go to the school cafeteria or leave the school building. Students should NOT be loitering in the hallways during class time. Part-time students are to leave the school (unless working in the Learning Commons) when not in class.

### Signing Out

If a student needs to leave the school, for any reason during class time, he/she should sign out with one of the secretaries in the general office.

### Dress Code

Student attire at school should be suitable for learning activities. Just as there is a mode of dress suited to office work, the playing field or gymnasium, various informal or formal functions, there is also a mode of dress suited to classroom learning and educational activities. To that end, students are expected to dress in a clean, neat and appropriate manner by:

- » Refraining from wearing headwear in the classroom except for medical or religious reasons or unless required by the teacher for educational reasons.
- » Wearing clothing void of pictures or slogans displaying drugs, alcohol, violence, racism, profanity or making direct or indirect sexual suggestion.
- » Wearing clothing that covers the chest, back, midriff and buttocks. The bottom of the shirt/top must touch the top of the pants/skirt and necklines should be modest so that no cleavage shows.
- » Wearing clothing which covers, physically and visually, all undergarments all of the time.
- » Wearing footwear at all times for health and safety reasons.

Students failing to meet the above dress code will be referred to Administration or a School Counsellor. Students will have the option of meeting the dress code by remov-

ing headwear, putting on footwear or 'covering up' by putting on school-provided clothing or they will be sent home to change their clothing before they will be permitted to return to school. In the event of continued disregard for the dress code, Administration will arrange a meeting with the student, parent and Grade Advisor.

### Hats, Cell Phones, Electronic Devices

#### The Rules:

- » Hats – All headwear (including toques, hoodies, bandanas) is to be removed upon entry into the building.
- » i-Pods -These devices (including mp3 players, etc.) are allowed in classrooms at the teacher's discretion.
- » Cell Phones –Students are expected to practice digital citizenship with all their technology devices. These devices are to be turned off during class time unless your teacher for that class gives permission for its use.

WCHS has gone wireless. Students can now access the internet with their own personal devices.

### Smoking

WCHS is a smoke-free environment. Smoking is strongly discouraged, for health reasons, but students or staff members who choose to smoke while at school are asked to do so off school property. Smokers are required to cross the street to smoke. This expectation includes the use of smokeless tobacco and electronic cigarettes.

### Food and Drink

There is no food or drink permitted in any of the computer rooms or gyms. During class time, the consumption of food or drinks is at the discretion of the teacher.

## ALTERNATIVE PROGRAMS

### Integrated Knowledge and Employability

The goal of this program is to introduce students to high school coursework in a supported environment. Students will realize their capabilities and may continue on to earn high school diplomas.

Students in grade 9 who have previously been enrolled in

Knowledge and Employability courses may consider entering diploma courses in grade 10 through an Integrated English 10-2 or Math 10-3. Students in these courses will be expected to attend every day, complete assigned work and attend any available support classes that may be offered. Students who do not meet these criteria are encouraged to continue in Knowledge and Employability courses.

### Knowledge and Employability (KE) Courses

KE courses make meaningful connections between schooling and personal experiences. These courses are designed to meet the educational needs of students who learn best through experiential learning activities. The focus is on the development and application of reading, writing, mathematical literacy and essential employability skills.

KE courses promote student skills, abilities and work ethics including:

- » Academic and occupational skills of a standard determined by the workplace to be necessary for success
- » Practical applications through on- and off-campus experiences
- » Career development

High School Knowledge and Employability courses can be completed in 2.5 years (5 semesters, 80 credits) leading to a Certificate of High School Achievement. These courses prepare students to earn a senior high school credential, enter the workplace with employability and occupational skills that meet industry standards or make successful transitions to other courses that further their education and training. Once the Knowledge and Employability Program is completed, students are encouraged to register in mainstream programming for 2 extra semesters in order to obtain their Alberta High School Diploma (100 credits).

### G.O.A.L.S (Generating Occupations Academics and Living Skills) Program

This program is designed for students who have experienced prolonged difficulty in regular programs or have enrolled in modified or Special Education classes prior to High School. The main objective is to support students in a successful transition from the school environment to the



workforce. Just as the title suggests, this is done by focusing on three key subject areas; core academics, work experience, and life skills. All learning begins at a concrete or basic level, with an emphasis on real life situations.

### RLS Program

The WCHS Remedial and Living Skills Program is a highly engaged and active program which attends to the needs of developmentally delayed students. This program is designed to enable students to become contributing, independent and mature members of our community. RLS students work on academic skills, basic functional skills, vocational skills and social skills as set out in the Alberta Education Special Needs Program Guide. Students are integrated into the high school environment as much as possible and are provided with on-going experiences in the community intended to test and develop skills in real life situations.

### Assisted Living Skills Program

The Assisted Living Skills Program is designed to meet the needs of students with Moderate to Severe Developmental Delays. It specifically focuses on students who may have a variety of handicapping conditions and require specialized instruction and supervision on a continuous basis.

Integration is a key component. Programming occurs in the classroom, throughout the school, and in a variety of community settings. Students work with a team of Staff Members, with instruction delivered individually, with a partner, in small groups, and in large groups. Curricular areas include: Communication, Social Interaction Skills, Concept Develop-

ment, Motor Skills, Self-Management and Life Skills, including Work Experience, Recreational and Leisure Activities. Instruction of functional skills is embedded within the naturally occurring routines and activities throughout the day.

Individual Program Plans are based on each student's strengths and weaknesses. This recognizes the degree of student involvement and "success" which will vary from passive participation to complete independence

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### Student Council

WCHS Student Council is a group of dedicated students from all grade levels that are interested in generating a high level of school spirit through extra-curricular activities within school. They provide a forum for student expression and leadership for all. Anyone interested in being a part of Student Council is welcome to attend the general meetings held in the Student Council Room.