

Parent & Student Handbook
Bow Valley High School
Cochrane, Alberta
2023/2024



Our Mission:

At Bow Valley High School, we strive to build connections based on mutual respect and empathy, through which staff, students, and families can achieve meaningful learning, growth, and success.

Our Beliefs:

At Bow Valley High School, we believe that Respect, Responsibility and Resilience are the pillars on which a successful education is built.

Respect	Responsibility	Resiliency
We support everyone's learning	We arrive on time and ready to learn	We embrace and learn from mistakes
We are open-minded and kind	We take pride in our work	We access resources and supports
We take pride in our community	We take accountability for our actions	We seek support when needed
We care for ourselves and others		We strive for growth
We consider the impact of our words and actions		We face challenges
We show up	We speak up	We stand up

The following document includes information for new parents and students at Bow Valley High School. Use the clickable table of contents to navigate through the document.

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A. PERIOD & BELL SCHEDULE

	Monday	Tuesday	Wednesday	Thursday		All classes 1 hour	Friday
8:55 to 10:25 90 min	Block A	Block B	Block A	Block B		8:55 to 9:55	Block A
10:30 to 12:00 90 min	Block B	Block A	Block B	Block A		10:00 to 11:00	Block B
12:00 - 12:35	Lunch 35 min					11:00 - 11:15	Lunch
12:35 to 2:05 90 min	Block C	Block D	Block C	Block D		11:15 to 12:15	Block C
2:10 to 3:40 90 min	Block D	Block C	Block D	Block C		12:20 to 1:20	Block D

Bow Valley Term Calendar

Term	Date
Semester 1	September 5 th – January 30 th
Quarter 1	September 5 th – November 12 th
Quarter 2	November 13 th – January 30 th
Semester 2	January 31 st – June 28 th
Quarter 3	January 31 st – April 19 th
Quarter 4	April 19 th - June 28 th

Click [here](#) to view Rocky View Schools Operational Calendar

B. NON-TEACHING STAFF

Administration

Staff Name	Role	Email
Mr. Dempster	Principal	Email
Ms. Elliott	Assistant Principal (Last Name M-Z)	Email
Mr. Massey	Assistant Principal (Last Name A-L)	Email
Mrs. Young-Larocque	Admin Asst. (Registration/Withdrawal/PowerSchool)	Email
Mrs. Hansford	Admin Assistant	Email
Mrs. Gilliland	Admin Asst. (School Fees/Accounting)	Email
Mrs. Balcarras	Receptionist	Email

Guidance Department

Staff Name	Role	Email
Mrs. West	Guidance Counsellor (Last Name M-Z)	Email
Mr. Reece	Guidance Counsellor (Last Name A-L)	Email
Ms. Carrol	Child Development Advisor	Email
Mrs. Thiessen	Career Counsellor	Email

Learning Commons & Technology Support

Staff Name	Role	Email
Mrs. Parres – Holliday	Learning Commons Facilitator	Email
Ms. Larocque	School Technologist	Email

Learning Assistants – Work in all BVHS classroom spaces and provide support to students in a wide variety of learning.

Staff Name	Email
Mrs. Andrews	Email
Mrs. Stark	Email
Mrs. Bielert	Email
Mrs. Van Iderstine	Email
Ms. Evans	Email
Ms. Fatima	Email

C. TEACHING STAFF LIST

Teacher Name	Subject	Email
Mr. Allard	Biology, Science	Email
Mr. Anholt	Math, Learning Strategies	Email
Mrs. Bauer	Chemistry, Science, Biology	Email
Mr. Baugh	Phys Ed, PLS, Sports Performance	Email
Mr. Betts	Sign Language, English, Social & Psychology	Email
Ms. Byrne	Phys Ed, Science, Outdoor Leadership	Email
Ms. Cahoon	Science	Email
Mrs. Cholach	Social, English	Email
Mrs. Demeo	WEConnect	Email
Mr. Devine	Math	Email
Ms. Douglas	English	Email
Mrs. Fossheim	Drama, Performing Arts, Rec. Leadership	Email
Mr. Fries	Science, Math	Email
Ms. Galloway	English	Email
Mr. Grant	Band, Jazz, Guitar	Email
Ms. Hawco	Math, Science	Email
Mrs. Hebrada	Social, French	Email
Mrs. Hummel	Enhanced Learning Support	Email
Mr. Kiszczak	English, Digital Music, Social, Foods, Agriculture,	Email
Ms. Kovacevic	Social	Email
Ms. Litschke	Math	Email
Mr. Lucas	Humanities	Email
Ms. Maceachen	Foods, Fashion	Email
Ms. McLeod	Math, Science	Email
Mr. Millions	Humanities	Email
Mr. Morgotch	Learning Support, CALM	Email
Ms. Price	French, Spanish	Email
Mr. Rasporich	CTS (Game Design, IT, AVS)	Email
Mr. Richard	Phys Ed, Sports Performance, HLS	Email
Mr. Riep	Social Studies	Email
Ms. Schneberger	Phys. Ed., Sports Med	Email
Ms. Melissa Smith	Learning Support, Photography, Art	Email
Ms. Tempelman	PE, Outdoor Leadership	Email
Ms. Thoreson	Photography	Email

Mr. Tolppanen	ODL, English	Email
Mrs. Williams-Day	Art, Tech Theatre	Email
Ms. Winters	Social, English	Email
Mr. Yanick	Math, Physics, Chemistry, Science	Email
Mrs. Zunti	Foods, Fashion	Email

D. STUDENT EXPECTATIONS & DISCIPLINE

Student Responsibilities from [Education Act](#)

- (a) attend school regularly and punctually
- (b) be ready to learn and actively engage in and diligently pursue the student's education
- (c) 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
- (d) respect the rights of others in the school
- (e) 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
- (f) comply with the rules of the school and the policies of the board
- (g) co-operate with everyone authorized by the board to provide education programs and other services
- (h) be accountable to the student's teachers and other school staff for the student's conduct
- (i) positively contribute to the student's school and community

Parent Responsibilities from [Education Act](#)

A parent/guardian has the prior right to choose the kind of education that shall be provided to the child, and as a partner in education, has the responsibility to:

- (a) act as the primary guide and decision-maker with respect to the child's education,
- (b) take an active role in the child's educational success, including assisting the child in complying with section 31,
- (c) ensure that the child attends school regularly,
- (d) ensure that the parent's conduct contributes to a welcoming, caring, respectful and safe learning environment,
- (e) co-operate and collaborate with school staff to support the delivery of supports and services to the child,
- (f) encourage, foster, and advance collaborative, positive and respectful relationships with teachers, principals, other school staff and professionals providing supports and services in the school, and
- (g) engage in the child's school community.

E. GRADUATION REQUIREMENTS & COURSE SELECTION

Click the following link to view the high school requirements for an Alberta Highschool Diploma.

[Alberta Highschool Graduation Requirements](#)

For more information on pathways to high school completion, courses offered at Bow Valley, course streams /sequences, option classes associated fees, please click the link below.

[Course Description Information](#)

Fast-Tracking: Due to challenges ensuring that subsequent courses in a pathway will have room and resources in the following year/semester, fast-tracking will only be available to Grade 11 students wishing to take a 30-level course. Students wishing to fast track a course (i.e. take a 30-level course in Grade 11) must have a 90% final grade in the pre-requisite course and teacher recommendation. Enrollment in the subsequent course is dependent upon room and resources. Students considering fast-tracking should meet with their grade level administrator or a guidance counsellor for more information.

Assessment Types

Formative	Summative
Provides ongoing feedback about student progress and the effectiveness of instruction.	Provides information about student progress and achievement at the end of a unit or term and provides information to assist in setting the next goals.

Math/ Science/ ELA/ Social Course Streams

For additional information please visit [Course Description Information](#) and select *2023/2024 Grade 10-12 Course Description Guide*.

Need a tutor list? Please see the main office for a copy.

F. COURSE RE-ASSESSMENT INFORMATION

Please review the details below around re-assessment carefully. Reach out to teachers with any questions around subject specific re-assessment questions.

The last day of classes for Semester 1/Quarter 2 is January 18, 2024. Our reassessment period runs from January 19th to January 26th. It is VERY important that any students wanting to discuss re-assessment with their teacher(s), do so before the end of this coming school week.

If your student is in grade 9 or grade 12, please check the Provincial Exam schedule to see when your student will need to attend school to complete PATs or Diplomas. Please note that students only write exams that correspond to the classes they are taking in the current semester. **Please double check PowerSchool to see your students' current courses.** All exams begin at 9:00 am.

If your student is in grade 10 or 11, there are no final exams, so students will only be attending after the 18th if they have scheduled reassessment opportunities with their teachers.

Students will be given a form and able to book time with teachers to improve their understanding and achievement. Students **must** make appointments to ensure that their teacher is available for support. Please ensure your student has arranged with their teachers before January 18th to access this opportunity.

If you have questions about subject specific re-assessment, please contact the teacher directly.

G. SCHOOL POLICIES & PROCEDURES

For RVS' Student Code of Conduct, please see [Administrative Procedure 350](#)

Alcohol and Drugs

Being in possession or under the influence of alcohol, drugs or paraphernalia in school are serious offences. Students who are at school (including a school sponsored event, as well as field trips) under the influence of alcohol or drugs or who are in possession of or consume alcohol or drugs on school property will be suspended from school for five days. Repeated violation will result in further suspension and possible recommendation for expulsion. Students of adult age are subject to the same policy and expectations. Depending on the nature of the infraction, the R.C.M.P. may become involved.

Vaping and Smoking

For full RVS Policies on a smoke free school, please see [Administrative Procedure 162](#)

All students are prohibited from having or utilizing tobacco products, including vaporizers, at school, at school events (including field trips), and off campus activities, in the school parking lot, or in vehicles in the school parking lot or during class time. This includes, but is not limited to, chewing tobacco, cigarettes, e-cigarettes & vaporizers, pipes or cigars and smoking paraphernalia including lighters. Further, students under the age of 18 cannot be in possession of or use tobacco products including vapes. This includes the areas in front of the school and in the park area behind the school. Please note the entire parking lot is owned by Rocky View Schools and therefore smoking is not permitted in any part of it. Individuals found in violation of this policy may be suspended.

Investigations & Searches

For full RVS Policies on a investigations and search, please see [Administrative Procedure 352](#)

Bow Valley 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.

H. SCHOOL RESOURCE OFFICER

Bow Valley High School also recognizes the need and the value of cooperation with the R.C.M.P. through the Community Resource officer who is a member of the R.C.M.P. 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 R.C.M.P. about 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.



I. FINANCIAL INFO

All fees (school fees, field trips, extracurricular / sports, course fees, BVHS swag, etc.) can be paid online via using the SchoolCash Website. Click the following [link](#)

Still need help. The following support link can assist you further [Help Page SchoolCash](#)



J. GOOGLE CLASSROOM (Online Learning Platform)

Teachers use 1 out of 2 online platforms. Google classroom for students to access information about their assignments and grades. Students can correspond with their teacher, collaborate on class projects, make postings, submit course work, and check their grades.

Students may access their Google Classroom by using their RVSchools Google account. All students registered under Rocky View Schools, are provided a **Rocky View School email account**. If your child does not have a RVSchools account or does not know their login information, please see the front office or call (403) 932-9005.

Students must contact their teacher for a classroom code to be enrolled in a Google Classroom. Alternatively, students may be 'invited' to join a classroom on Google from their teacher. Which they will see on the main page when they log into Google Classroom.

For further information on navigating through Google Classroom, please click on the video below.

[Google Classroom Tutorial Video](#)

Google Email – Please click the [link](#) to access student RVSchools email sign in portal

Google Drive – Please click the [link](#) to access student RVSchools drive sign in portal

For information on how to receive a summary of students weekly work please visit [Parent Google Summary](#).



K. MOODLE (Online Learning Platform)

Teachers use 1 out of 2 online platforms. Moodle to provide learners with a more personalized online learning environment. From delivering content and resources to students, interact in and outside of class time, to administering assignments, quizzes, and tests.

To access the student Moodle portal, please click on this [link](#) which supports in-class learning. To sign in, students will need to use their **Rocky View School email account**. If your child does not have a Rocky View School email, please see the front office or call (403) 932-9005.

For further information, click on the video below on how to navigate through Moodle.

[Moodle Program Tutorial Video](#)

For full RVS Policies on technology use please see [Administrative Procedures 140](#)



L. POWERSCHOOL PARENT PORTAL

The parent portal is an online portal accessible anywhere on the web or mobile device that parents can log in to and see all their children in one place, their grades, assignments, scores, attendance, schedules, and school bulletins for each school your children attend. If you have one student in middle school and one in high school, parents will see bulletins for both the middle school and high school. Follow the instructions below on how to access the parent portal for PowerSchool.

Where to Get Your Login Information

Before you can log in to the PowerSchool Parent Portal, you need a **username, password, and access ID for the student(s)**. If you do not have this information, please see the front office receptionist or call (403) 932-9005.

How to Log in to PowerSchool Parent Portal

1. Click on this link - [PowerSchool Parent Portal](#) to access the website.
2. Enter your username in the first field.
3. Enter your password in the second field.
4. Click Enter. The PowerSchool Parent Portal start page will appear.

For more information, please visit [PowerSchool Support](#) or download this document [Parent Power School Instructions.pdf](#) for additional information on setting up an account, password change, etc.

Required District Code: QMCD



M. SCHOOL ENGAGE

Use School Engage to register new students to Rocky View Schools and complete the necessary forms. Including registering a child for transportation services (busing). Follow the instructions below for how to use School Engage.

Register a family member on School Engage

1. Login to the PowerSchool Parent Portal <https://ps.rockyview.ab.ca/public>
2. Scroll to the bottom of the page and on the left side, select School Engage
3. Register new member by clicking “Add Student.”
4. Then select the new student from “Students” tab and complete the 2023-2024 Student Registration form.
5. Fill out forms and submit.

If you require additional support, please see the front office or call (403) 932-9005.



N. SCHOOL MESSENGER & ATTENDANCE

For full RVS Policies on attendance, please see [Administrative Procedure 330](#)

Use the SchoolMessenger App to enter in attendance for your child up until 5:00pm on the current school day. You can also enter up to 5 days of absences for the future. Anything more than 5 days you will have to contact the school office. This app allows you to view the school email communications as well. See the instructions below, on how to use School Messenger.

Download & Use School Messenger

With SafeArrival, you are asked to report your child's absence in advance using **any** of these 2 convenient methods:

1. Install the SchoolMessenger app by visiting [Download School Messenger](#).
2. One account is created, select attendance, then Report an Absence.
3. Alternatively, you can call the toll-free number 1-833-244-5565 to report an absence using the automated phone system. This option is available 24 hours/day, 7 days a week. Future absences can be reported at any time.

In addition, Bow Valley uses School Messenger's notification system to contact parents whose child is absent when the absence was not reported in advance. If our system is unable to reach the designated contacts, office staff will follow up.

Please Note: If you report your child's absence in advance using the SafeArrival toll-free number, website, or mobile app, you will NOT receive the above-mentioned notifications.

If you require additional support, please see the front office or call (403) 932-9005.

O. PARENT TEACHER CONFERENCES

Parent-Teacher Conferences are a key part of our communication strategy regarding your child's progress. Please plan on booking and attending a parent-teacher conference with the applicable teacher(s) for each child you have attending Bow Valley High School. We use the website SchoolSoft to book interviews.

Click the following link to book an appointment [Parent Teacher Conference Booking](#). The first time you use the Bow Valley High School Conference Manager, you must register a new account.

For additional instructions on how to use SchoolSoft and book parent teacher interviews, please see the front office or call (403) 932-9005.

P. WeCONNECT (ASYNCHRONOUS) PROGRAM

WeConnect is an asynchronous course delivered through Summit Trails Online High School but supervised in person at Bow Valley High School with the learning coordinator. Asynchronous is an excellent solution for motivated, self-directed students, course conflicts, or students who enjoy self-learning.

Asynchronous courses are designed to be self-learning alongside through watching videos, reading materials, web materials, and tasks. The in-person learning coordinator can answer questions and assist students; however, they **do not teach** the material similarly to an in-person class setting. The online course teachers will periodically meet with students personally via Zoom or in person.

[Click here for the course description guide](#)

Important Information for Students and Parents

- The in-person school supports the student. The student should work with the WeConnect Learning Coordinator for help with course navigation and communication.
- WeConnect courses have due dates for assignments. All courses have quizzes and supervised tests/exams.
- The courses are designed for students to learn the material via the online learning platform, Moodle.
- Asynchronous is different from in-person in that the students do not benefit from synchronous teacher facilitation. The online course teachers can meet with students as needed.
- Assignments are marked based on the assessment parameters.
- Assignments are downloaded into Moodle and marked by the online course teacher. Teachers give feedback on the marks in Moodle and, at times, PowerSchool.
- Students have the opportunity for reassessment.
- All courses have an end date, either in the semester or quarter.
- Students who do not participate in their core subjects within the first 2 weeks of attendance may be removed from the course.

Q. LEARNING SUPPORT TEACHERS & CLASSROOM

This classroom space is for students to receive support with their academic courses delivered at Bow Valley High School. Students can access this space with permission from their classroom teacher, or as a scheduled class in their timetable.

Student Success Plans:

Ms. Smith manages student plans for those with last names falling between the letters A-L.

Mr. Morgotch manages student plans for those with last names falling between the letters M-Z.

For more information, please visit [Rockyview Practice Guides](#).

R. CAREER COUNSELOR DEPARTMENT

Services Offered

- Career Coaching
- Career Assessment
- Further Education Information
- Job Shadow Help
- Study or Work Abroad Information Job Search

Post-Secondary Support

- Applying for Post-Secondary Education
- High School Completion and Academic Upgrading
- Scholarship Resources
- List of Universities and Colleges in Canada

Employment Assistance Support

- Student Job Board
- Volunteer Opportunities
- Resumes & Cover Letters

Please see the front office to get in contact with the career counselor.

S. GUIDANCE COUNSELOR DEPARTMENT

Guidance Counsellors at Bow Valley High School complement and support student success in school by offering consultative and collaborative services to students, parents, and outside support services. The services outlined below are a sample of what will be offered through both individual and group processes.

Academic

- High school planning and programming
- Timetabling for student success
- On-going individual academic support
- Post-secondary programs' information
- Student advocacy
- Conversion of out of country and out of province transcripts
- Track and provide support for at risk students
- Develop and monitor graduation list for grade 12 students

Personal

- Short-term solution focused counselling and urgent crisis counselling are offered. Students requiring ongoing counselling are requested to call Access Mental Health to ensure a continuity of care (403)943-1500
- Relationship counselling (peer, teacher, parent, and family)
- Social/Emotional
- Mediation Resolution
- Referrals when needed to outside agencies
- Consultation with parents
- Grief Counselling
- Depression Issues
- Anxiety Issues

Mr. Reece - Guidance Counsellor for alphabet A-L mreece@rockyview.ab.ca

Mrs. West - Guidance Counsellor for alphabet M-Z west@rockyview.ab.ca

T. CHILD DEVELOPMENT ADVISOR

Working closely with the Guidance Counselors, the Child Development Advisor (CDA) is a collaborative school resource who focuses on the development and implementation of programs/plans which support students within the school. Following developmental domains: academic, social/emotional, and physical, the CDA provides an organized and balanced approach to supporting student development. The CDA consults with staff, students, parents, and when necessary, liaises with outside agencies.

Mission:

To be a responsive resource for students, parents, and staff that supports and enhances the healthy academic and social development and transition for Bow Valley High School students. Through collaboration with school staff, parents, and external agencies, the needs of all learners can be appropriately met.

Areas of Support

- Emotional Management & Self-Regulation
- Conflict Resolution
- School transitions & attendance
- Coping with family changes, loss & grief management
- Relationship Building & Mentoring
- Self-Esteem & Self-Care
- Resiliency/Character building
- Social Skill Awareness
- Academic & Mental Health support plans
- Text Anxiety & Study Skills

Referral Process:

Students can be referred to the CDA through the following:

- Self-Referral
- Parent referral
- Teacher referral
- Administrator/CDA referral

Please see the CDA office / guidance office or email Rebecca Carrol at rcarrol@rockyview.ab.ca.

U. STEPPING STONES PROGRAM



Who We Are?

Mental Health Capacity Building (MHCB) works to promote positive mental health in children, youth, and families in communities where they live. The initiative is based on research and best practices that demonstrate that mental and emotional wellbeing can be developed, nurtured, and supported through promotion and prevention efforts.

What We Do:

MHCB programming builds capacity of knowledge and skills and bolsters protective factors in children and youth so they can achieve the best possible outcomes across their life span.

How Do We Do This:

MHCB facilitates interactive school-wide initiatives, activities, and events that promote and support mental health and well-being. Small group sessions that help develop and support social and emotional learning. Supporting community organizations and connecting and collaborating with offering school supports and services. Connecting children, youth, and families to community resources. Programming at BVH include:

- Chill Zone & Health Promotion Announcements:
- Positiv-TEA: Morning check-in with supportive adult and mindfulness activities with tea provided.
- Lunch & Learn Booth: Interactive activities that promote educational awareness, connection, collaboration through positive mental health promotion.
- Classroom presentations on the following:
Topics can include Mental Health 101, Stress, Anxiety, Healthy Relationships, Friends Supporting Friends, social media, Conflict Management, Diversity, Gender Stereotypes, Food & Your Mood, Mindfulness, Healthy Choices, Substance Use Awareness, Vaping & Tobacco, Self-Care, Self-Esteem & Body Confidence, Sleep Hygiene
- Community Resources that come to BVH
- Healthy Minds in Harmony: Series of mental health and wellness related presentations for students, a different one offered each month.
- Parent Sessions/Community Education Services

Website: <https://sites.google.com/view/steppingstonementalhealth/home>

Facebook: <https://www.facebook.com/steppingstonementalhealth/>

Instagram: <https://www.instagram.com/steppingstonementalhealth/>

Get Connected:

ConnectTeen

Phone: 403-264-8336 (24hrs) Text: 587-333-2724 (Evenings/Weekends)

Distress Centre

Phone: 403-266-4357 (24hrs) Online Counselling: www.distresscentre.com

Kid's Help Phone

Phone: 1-800-668-6868 (24hrs, bilingual)

Suicide Prevention Line

Phone: 1-800-784-2433 (24hrs)

National Indian Residential School Crisis Line

Phone: 1-866-925-4419 (24hrs)

Alberta Health Services

Access Mental Health: 403-943-1500 Health Link: 8-1-1- or 1-866-408-5465

Centre for Newcomers

Phone: (403) 569-3325

V. EXTRA INFO BITS

Student Parking

Students are required to fill out a parking pass form to register their vehicles with the school. You can click on the [link](#) to access the webpage with the registration form or come to the office to get a paper copy. Please fill out and return to us in the office.

Parking is on a first come first serve basis this year. There is no fee or passes to be displayed in the vehicle. Once the parking lot is full the students will have to find street parking.

Printing

For information on how to print please visit [Printing Instructions](#)

Extra Curriculars Groups & Activities

Sports	Clubs / Extra Curriculars
Football	Jazz Band
Volleyball	Leadership
Basketball	Cheerleading
Golf	Performing Arts
Badminton	Technical Theatre
Track & Field	Queer Straight Alliance (QSA)
Soccer	Horticulture Club
Rugby	Improve Club
Curling	Gaming Club
Cross Country	Crochet Club

W. LINKS

Please click the following links to access any of the pages below.

	PowerSchool		School Donations
	SchoolCash		Bow Valley School Website
	SafeArrival		Bow Valley Instagram
	Moodle		Bow Valley Facebook
	Google Classroom		Bow Valley YouTube
	School Bus Tracker App		Bow Valley Twitter
	Rocky View School Website		Rocky View Twitter
	Rocky View Facebook		Rocky View YouTube
	Rocky View Instagram		