

# BRACE

ALTERNATIVE ED.

## Battle River Alternative Centre for Education Student Handbook

North Door  
École Camrose Composite High School  
6205- 48 Ave  
Camrose, AB T4V 0K4  
780-672-2205  
[brace@brsd.ab.ca](mailto:brace@brsd.ab.ca)  
<https://cos.brsd.ab.ca/>



## Welcome to Battle River Alternative Centre for Education (BRACE)!

Thank you for choosing BRACE as the school to help you to meet your educational goals. We welcome students who choose BRACE as their primary high school as well as shared students who do most of their courses at another BRSD high school and use BRACE to facilitate courses they need flexibility in taking. We also welcome adult learners or students choosing to upgrade.

BRACE is a supportive, alternative senior high school for students who require a non-traditional, individualized program. Located in the north wing of École Camrose Composite High School in Camrose, BRACE provides students with:

- a safe, comfortable environment.
- flexible, individual schedules with courses being offered online.
- the opportunity to take responsibility for their own education and to experience success.
- excellent teachers and encouraging and supportive staff.

### Mission

To develop strong healthy relationships within flexible learning environments while assisting students in meeting their educational needs.

### Vision

“To be willing is to be able.”

### Beliefs

At BRACE we strive for:

**B**elonging – We are all better together.

**R**elationships – Support each other and make connections with classmates.

**A**ccepting – Be mindful and inclusive of others.

**C**aring – Show kindness and compassion to others.

**E**xcellence – Focus on learning and being engaged in your work.

## School Staff:

Admin Assistant	Laural Hoff	lhoff@brsd.ab.ca	Teacher	Donnelle Millang	dmillang@brsd.ab.ca
Educational Assistant	Lynette Fitzgerald	lfitzgerald@brsd.ab.ca	Teacher	Alex Price	aprice@brsd.ab.ca
Educational Assistant	Cayley Foster	cafoster@brsd.ab.ca	Teacher	Samantha Ulmer	sulmer@brsd.ab.ca
Educational Assistant	Kenzie McNary	mmcnary@brsd.ab.ca	Teacher	Sara Van Hyfte	svanhylfte@brsd.ab.ca
Educational Assistant	Shannon Olson	solson@brsd.ab.ca	Teacher	Karla Wolbeck	kwolbeck@brsd.ab.ca
Teacher	Amanda Cardinal	acardinal@brsd.ab.ca	Teacher	Bob Whitrow	bwhitrow@brsd.ab.ca
Teacher	Lance Gulbraa	lgulbraa@brsd.ab.ca	Principal	Mark Chanasyk	mchanasyk@brsd.ab.ca
Teacher	Peter Hamm	phamm@brsd.ab.ca			

## School Contact Information

We are located through the North doors of École Camrose Composite High School. We have designated parking for BRACE students and visitors.

6205-48 Avenue Camrose, AB T4V 0K0

Phone (780)672-2205

brace@brsd.ab.ca

<https://cos.brsd.ab.ca/>

## Dates and Times

Hours of Operation - Monday - Friday - 8:40 a.m. – 3:05 p.m.

BRACE follows the BRSD Calendar for operational days. [See website for calendar links.](#)

## Instructional Time and Breaks

8:40-9:45	Instructional Time	12:00-12:30	Lunch
9:45-9:50	Break	12:30-1:45	Instructional Time
9:50-11:00	Instructional Time	1:45-1:50	Break
11:00-11:05	Break	1:50-3:05	Instructional Time
11:05-12:00	Instructional Time		

## Student Supports

The following school staff are available to support students in their learning journeys.

- BRACE staff is invested in supporting student well-being and academic achievement - Principal, Teachers, Educational Assistant, Administrative Assistant
- Student Wellness Facilitator
- Career Counsellor
- School Resource Officer
- BRSD Consultants
- AHS Addictions and Mental Health
- Community Organizations like Public Health, CAFCL, Foundational Learning, etc.

## Student Responsibilities

- Ensure conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging.
- Respect the rights of others in the school.
- Refrain from, report and not tolerate bullying or bullying behaviour.
- Comply with rules of the school and policies of the board including the rules of ÉCCHS and the BRSD Technology Use Agreement and Personal Device Policy.
- Co-operate and comply with staff requests.
- Check BRSD email or voicemail for communication and updates, check in with the teacher weekly, and reply when requested to do so.
- Daily attendance is not required, however, students should meet weekly with their teachers and must submit assignments by the timelines assigned by the teacher.
- Meet with Administration for a registration meeting and complete the Student Acknowledgement form

## Academic Policies and Expectations

- Students are required to meet (in-person preferred, virtually if necessary) with their teacher to go through how to access Moodle before starting their courses. Email communication is sent out providing additional information. Course registration is based on availability and priority.
- Students must check their BRSD email daily.
- Teachers regularly communicate with students via email and phone calls. It is the student's responsibility to communicate with their teachers ahead of time if they cannot meet deadlines, unless it is due to extenuating circumstances.

- Students can access their course through Moodle. Students and families can monitor achievement and feedback through Moodle and PowerSchool.
  - Timelines for assessments are given to students by their teachers at their course start and are listed in the course outline.
  - Courses all have specified due dates that must be adhered to.
  - Students needing flexibility with their timelines are encouraged to meet with their teacher to discuss a plan to achieve success prior to the set extension request dates.
    - To be registered for a Diploma exam, students must complete 80% of the course by an established date. This date will be communicated by the teacher and newsletter.
    - Any incomplete assignments or assessments will receive a zero and a grade will be awarded for the course.
    - Students who do not complete 80% will be withdrawn from the course.
  - Students who do not engage with course material and do not complete required assessments or do not access Moodle on a consistent basis will be expected to meet with administration and complete a BRACE Attendance and Work Completion Contract.
  - Students who do not adhere to their Attendance and Work Completion Contract may be withdrawn from courses. Teachers and administration will reach out to students and families before students are withdrawn.
  - Shared students will register for courses through their community school and must complete a registration package (Verification form and BRACE acknowledgement form).
  - School staff are available to support students in successfully completing their courses. All assessments and courses are expected to be completed in a semester.
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## Attendance Policy

- Students are expected to enter/exit through the BRACE doors only.
- Daily attendance is not mandatory. However, students are most successful when they stay in close contact with their teachers and it is highly recommended that students meet in person, virtually, or via email at least once a week to ensure success.
- Students who attend in person, work in the classroom with the teacher of the course that they are working on. All students must sign in when they arrive and sign out when leaving or changing rooms.
- Some learning assessments must be completed in person (ie. Diploma Exams, course final exams) or proctored via their community school. These are listed in course outlines.
- Students are expected to connect with their teacher weekly. Connecting can include in-person meetings, video conferencing, emailing, phoning, or via Moodle.
  - If students have not connected over a two week period
    - Access to Moodle will be frozen until students connect with their teacher
    - If students do not connect with their teacher, teachers will:
      - email
      - phone
    - If no connection is made, the principal will
      - email
      - phone
      - send an attendance letter
  - If no connection can be made after these steps, students may be withdrawn.

## **Academic Integrity: Being honest in your work**

When a student submits someone else's work or ideas, this diminishes the value of education, damages the ethical character of the individual student, and undermines the integrity of our School Community.

Students are given assignments to show what they have learned, how they have grown, and to identify what they are struggling with so we know how best to support their learning throughout their course.

AI may only be used as a tool as directed by teachers in conjunction with BRSD AI Framework.

### **The expectation for all students is to:**

- Submit your own work (no copying or cheating, including AI)
- Cite all sources you have used in your assignments

### **How to be honest in your work:**

Always give credit whenever you use someone else's words or ideas. If you don't know how to give credit, ask your teacher. They can help you with writing citations, footnotes, bibliographies, etc. There is a link below to help you.

### **What does dishonesty look like?**

- Plagiarism: Plagiarism is using someone else's words, ideas, and/or expressions
- Without acknowledging the individual who wrote them, leading the reader or listener to believe they are one's own. This includes cutting and pasting of electronic information. It also includes AI-generated ideas and wording without teacher approval.
- Copying: Copying or the trading of answers from another student to an assignment intended to be completed independently.
- Cheating: Cheating is copying or using cheat notes on a quiz or test.
- Sharing: Sharing of academic work, especially after having been marked by BRACE, to students for the purposes of submitting plagiarized work is, also, academically dishonest and represents a contravention of the Alberta School Act's expectation of students to comply with school rules and cooperate in the provision of the school's education program.
- Reusing your own previously completed work. New work should be submitted in order to show growth in learning.

### **Consequences of dishonesty:**

All instances of academic dishonesty will be handled on an individual basis, to determine what options, if any, will be accorded to the student. Possible actions include:

- Teacher contact regarding concerns of dishonest work
  - Student given the opportunity to prove it is their work with the teacher
  - Student may redo assignment, complete an alternative assignment, or receive a zero
  - Additional incidences of academic dishonesty will result in conversation with the Principal.
- Possible consequences include being withdrawn from the course.

Academic Integrity supports intellectual growth and creates a fair learning environment for all learners.

[Resources on how to cite and give credit](#)

## **Appropriate Clothing**

Students are expected to dress appropriately for a learning environment, especially in regards to messaging and logos.

## **Personal Mobile Device Policy**

[BRSD AP 135 - USE OF PERSONAL MOBILE DEVICES AND SOCIAL MEDIA IN SCHOOLS](#) governs device use.

Specifically to BRACE:

1. Students will keep their devices in their backpack or bag and will not use it during instructional time unless for instructional purposes as directed by staff.
2. Students may use their phone at break times and may use it in the classroom only during lunch time.
3. Students need to discuss special circumstances with their teacher and administration. Administration will meet with families to discuss the need and a medical note may be required.

Progressive discipline will be implemented as per AP 135.

## **Tobacco, Alcohol and Drugs**

[Please see BRSD AP 165 - Tobacco, Alcohol, and Drugs.](#)

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## **Resources**

- Textbooks are provided by BRACE. Required books will be discussed with the teacher at the orientation meeting and students will be able to sign books out with school staff after their course enrollment is complete.
  - Shared students sign out textbooks at their home schools.
  - Computer/Chromebook access is available at BRACE.
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## **Graduation and High School Achievement**

BRACE students work toward achieving an Alberta High School Diploma or a Certificate of High School Achievement. Students work with their Teachers/ Administrator to ensure they are completing the required courses. BRACE celebrates the achievements of our students at a Class Farewell Ceremony near the end of the school year.

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## **Parent Council**

BRACE values and welcomes parent participation. School Council provides the opportunity to meet school staff and fellow parents and provides an opportunity to offer feedback on matters associated with the school. Presently BRACE does not have a school council in place. Please contact us to become involved or visit the school website for information about creating a Parent Council. We look forward to hearing from you!



## ALBERTA HIGH SCHOOL DIPLOMA: GRADUATION REQUIREMENTS

The requirements indicated below are the minimum requirements for a student to attain an Alberta High School Diploma. The requirements for entry into post-secondary institutions and workplaces may require additional and/or specific courses. Please contact the school for more information.

ALBERTA HIGH SCHOOL DIPLOMA: GRADUATION REQUIREMENTS (ENGLISH)
The requirements indicated in this chart are the <u>minimum</u> requirements for a student to attain an Alberta High School Diploma. The requirements for entry into post-secondary institutions and workplaces may require additional and/or specific courses.
100 CREDITS including the following:
ENGLISH LANGUAGE ARTS – 30 LEVEL (English Language Arts 30-1 or 30-2)
SOCIAL STUDIES – 30 LEVEL (Social Studies 30-1 or 30-2)
MATHEMATICS – 20 LEVEL (Mathematics 20-1, Mathematics 20-2 or Mathematics 20-3)
SCIENCE – 20 LEVEL <sup>1</sup> (Science 20, Science 24, Biology 20, Chemistry 20 or Physics 20)
PHYSICAL EDUCATION 10 (3 CREDITS) <sup>2</sup>
CAREER AND LIFE MANAGEMENT (3 CREDITS) <sup>3</sup>
10 CREDITS IN ANY COMBINATION FROM: <ul style="list-style-type: none"> <li>• Career and Technology Studies (CTS) courses</li> <li>• Fine Arts courses</li> <li>• Second Languages<sup>4</sup> courses</li> <li>• Physical Education 20 and/or 30</li> <li>• Knowledge and Employability courses</li> <li>• Registered Apprenticeship Program courses</li> <li>• Locally developed/acquired and authorized courses in CTS, fine arts, second languages or Knowledge and Employability occupational courses<sup>5</sup></li> </ul>
10 CREDITS IN ANY 30-LEVEL COURSE (IN ADDITION TO A 30-LEVEL ENGLISH LANGUAGE ARTS AND A 30-LEVEL SOCIAL STUDIES COURSE AS SPECIFIED ABOVE) <sup>6</sup>  These courses may include: <ul style="list-style-type: none"> <li>• 30-level locally developed/acquired and authorized courses</li> <li>• Advanced level (3000 series) in Career and Technology Studies courses</li> <li>• 30-level Work Experience courses<sup>7</sup></li> <li>• 30-level Knowledge and Employability courses</li> <li>• 30-level Registered Apprenticeship Program courses</li> <li>• 30-level Green Certificate Specialization courses</li> <li>• Special Projects 30</li> </ul>

# ALBERTA CERTIFICATE OF HIGH SCHOOL ACHIEVEMENT REQUIREMENTS

The requirements indicated below are the minimum requirements for a student to attain an Alberta Certificate of High School Achievement.

CERTIFICATE OF HIGH SCHOOL ACHIEVEMENT REQUIREMENTS (ENGLISH)	
The requirements indicated in this chart are the <u>minimum</u> 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 and/or specific courses.	
80 CREDITS <sup>❶</sup> 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) <sup>❷</sup>	
CAREER AND LIFE MANAGEMENT (3 CREDITS) <sup>❸</sup>	
5 CREDITS IN	
<ul style="list-style-type: none"> <li>• 30-level Knowledge and Employability occupational course, or</li> <li>• 30-level Career and Technology Studies (CTS) course, or</li> <li>• 30-level locally developed/acquired and authorized course with an occupational focus</li> </ul>	
AND	
5 CREDITS IN	
<ul style="list-style-type: none"> <li>• 30-level Knowledge and Employability Workplace Practicum course, or</li> <li>• 30-level Work Experience course,<sup>❹</sup> or</li> <li>• 30-level Green Certificate course,<sup>❺</sup> or</li> <li>• Special Projects 30</li> </ul>	
OR	
5 CREDITS IN	
<ul style="list-style-type: none"> <li>• 30-level Registered Apprenticeship Program (RAP) course<sup>❻</sup></li> </ul>	

❶ To qualify for a Certificate of High School Achievement, students must successfully complete a minimum of one academic Knowledge and Employability course.

❷ See information on [exemption from the physical education requirement](#).

❸ See information on [exemption from the CALM requirement](#).

❹ Refer to the [Off-campus Education Handbook](#) for additional information.

❺ Refer to the Alberta Education website for additional [Green Certificate](#) information.

❻ Refer to the [Off-campus Education Handbook](#) for additional information.