



Henry Wise Wood  
High School

# Student Handbook

2017 - 2018

---

# TABLE OF CONTENTS

Principal's Message:.....	4
Brief History Of Mr. Henry Wise Wood:.....	4
Vision Statement:.....	5
General Information:.....	6
Learning Commons: .....	6
Student Services & Programming:.....	6
Counselling Team:.....	6
Course Credits Earned In Junior High School: .....	6
Program Registration: .....	6
Additional Registration Information:.....	7
Resource Center (Room 103):.....	7
Course Changes & Timetables:.....	8
Wise Time: .....	8
Examples Of How Wise Time May Be Used Include: .....	8
Daily Bulletin: .....	9
Lockers: .....	9
Fees: .....	9
Late Registrations, Withdrawals, Transfers & Refunds:.....	9
Other Field Trips/Activity Fees:.....	9
International Baccalaureate Fees: .....	9
International Student Exam Fees:.....	10
Optional Fees – Yearbook:.....	10
Fee Payment Arrangements: .....	10
Textbook Policy:.....	10
Textbook Refund Policy:.....	11
School Procedures And Policies: .....	11
Attendance:.....	11
Academic Honesty Policy: .....	12
Achievement Assessment And Evaluation: .....	13
Henry Wise Wood Examination Policy: .....	13
Final School Examination Rules:.....	13
Exemptions: .....	14
Mark Appeal Process: .....	15
Behavioral Expectations: .....	16
Warrior Code Of Conduct .....	16
Dress Code: .....	19

Serious Misconduct: .....	19
Skateboards:.....	19
Smoking/Vaping: .....	19
Student Parking And Driving Practices: .....	19
Safety And Security: .....	20
School Resource Officer:.....	20
Emergency Procedures: .....	20
First Aid Stations:.....	21
A.E.D. - Automated External Defibrillator: .....	21
School Nurse: .....	21
Student Activities: .....	21
Extra-Curricular Activities: .....	21
Athletic Program:.....	21
Link Crew: .....	22
The Warrior Shop: .....	22
Technology: .....	22
Digital Citizenship: .....	22
Printing For Students: .....	24
Student Cell Phone Use: .....	24
Student Recognition: .....	24
Honour Roll Criteria: .....	24
Scholarships And Awards: .....	25
Grade 12 Graduation Ceremony Requirements: .....	25

## **PRINCIPAL'S MESSAGE:**

The student handbook is an important document in a school. The rules of a school arise from the values of the school. They represent our best understanding of the behavioral and organizational structures necessary for fostering student achievement and growth.

Any rule that limits expression or action should be justified by the role it plays in advancing common aims. As you read through the rules in this handbook, I encourage you to think about why each is in place - about the role these rules play in creating a school environment that supports student achievement and growth. If you feel that any do not play this role, and are unnecessarily limiting, I encourage you to speak with me or one of our assistant principals.

Under the Education Act of Alberta, students in a school are accountable to follow the rules of the school. Please review the information contained in this handbook.

Thank you,

Michelle Howell  
Principal

## **BRIEF HISTORY OF MR. HENRY WISE WOOD:**



- Alberta Pioneer
- Henry was born in 1860; his father was a prosperous farmer in Missouri.
- Henry operated successful farming operations in Missouri and Texas, but moved to Alberta in 1905.
- In 1909 he joined the United Farmers of Alberta (U.F.A.) and in 1911 he took out his Canadian Citizenship.
- Through his efforts to organize and unite Alberta farmers they became a major force both provincially and nationally.
- In 1923, through his efforts, the Alberta Wheat Pool was formed.
- After running candidates in the 1921 provincial election, the U.F.A. formed the government and Henry Wood seemed the logical choice for premier, but he declined political office even though most Albertans regarded him as the most influential person in the province throughout the 1920's.

## VISION STATEMENT:

Henry Wise Wood Senior High School is a diverse learning community where all members will respect, encourage and recognize each other as we strive towards our personal best.

As members of Henry Wise Wood High School we will:

- understand and appreciate differences within our community e.g. ability, race, culture, faiths, age, gender, and economics.
- understand and appreciate the different ways and rates by which we learn.
- accommodate these differences by using a variety of teaching and learning practices.
- acknowledge that just as people learn in different ways, people teach in different ways.
- define our immediate community as including all past and present students, parents and staff.
- define our extended community as others who may have a vested interest or connection to the school e.g.: neighbours, feeder communities, local businesses and business partners.
- work to create a sense of pride and belonging amongst all students, parents and staff.
- welcome and include members of the extended community into the school.
- communicate effectively with members of our immediate and extended communities in order to build understanding and support for the school and its initiatives.
- provide opportunities to foster relationships between members of the immediate and extended communities.
- cultivate trusting relationships based upon mutual respect.
- treat each other with dignity and courtesy.
- treat Henry Wise Wood School as an important place of learning.
- motivate and support each other in our endeavours.
- emphasize the development of positive, "can do" attitudes.
- help individuals identify and utilize their strengths.
- identify the variety of achievements, talents and abilities of members of the immediate community.
- provide opportunities to honour these talents, abilities and achievements.
- include members of the extended community in the acknowledgement whenever possible and appropriate.
- realize that learning is a process that never ends.
- recognize that each individual has an infinite capacity for growth.
- promote the development of citizenship.
- commit ourselves to the pursuit of individual excellence.
- build and cultivate our School Development Plan Goals.
- help students demonstrate personal growth.
- embed character development into student learning to impact the culture of the school.
- provide access to quality program supports that are responsive to student needs, shifting student and community demographics and community choice.

## **GENERAL INFORMATION:**

### **LEARNING COMMONS:**

As an integral part of the total educational program, Henry Wise Wood's Learning Commons caters to the educational requirements of the school and ultimately to the needs, goals, interests and creative potential of the individuals that it serves.

#### **Expectations:**

- Students respect the rights of others by maintaining an atmosphere conducive to reading, studying and researching.
- Students earn the privilege of using resources, equipment and facilities by caring for them properly at all times.

#### **Services:**

- Resources for assignments and personal interest:
- Books (reference, non-fiction, fiction), audiovisual materials, magazines, newspapers, on-line databases, ebooks, internet, educational software and video streaming.
- Computers, laser printing, photocopying, digital video and still cameras for in-school use, A-V equipment for class presentations.
- Borrowing privileges:
- 3 week loan is standard with overnight loan available for reference materials, periodicals, and high demand materials.
- Hours of operation are posted on the door of the Learning Commons.
- Passwords for all electronic databases and resources are available in the Learning Commons. Electronic resources are available 24/7.

## **STUDENT SERVICES & PROGRAMMING:**

### **Counselling Team:**

For course, career, scholarship information or personal counselling, students may access the counsellors in Student Services by making an appointment or by dropping in without an appointment during posted times.

### **Course Credits Earned In Junior High School:**

"Where senior high courses are offered at the Junior High school level, the planning for such courses should be based on collaboration between Junior High schools and Senior High schools. Junior High School teachers challenging students with Senior High school courses should consult with senior high school teachers to establish procedures that ensure consistency in implementing course outcomes and assessment standards." (Guide to Education, p. 114, Alberta Education).

### **Program Registration:**

#### **Grade 10:**

Recommend a program of **eight full courses** (40+ credits). English, Mathematics, Science, Social Studies, Physical Education and three options.

### **Grade 11:**

1. Recommend a program of **7.5 courses because of CALM**. (CALM is 1 term only, 3 credits)
2. Grade 11 students may register in grade 12 Math/Science courses if space is available.

### **Grade 12:**

1. Recommend a program of **at least six full courses**, (minimum of 3 full courses each semester). Students who have earned a minimum of 78 credits at the end of grade 11 may consider one study period per semester.
2. Students may take grade 10 courses if space is available and only after meeting with their Assistant Principal.
3. Students to be eligible for their Alberta High School graduation/Diploma by June of grade 12 must complete their program by June or have a plan for completion by August of the school year to qualify for the Graduation List and participate in the Graduation Ceremonies. Students may take one summer school course. Student course load may have an impact on honor roll eligibility.

### **Additional Registration Information:**

- Students who fail a core subject may receive a teacher recommendation to move to a lower level course at the next grade level. Retroactive credits will be granted when students pass the next course.
- Students at Henry Wise Wood are allowed to repeat a failed course. Priority is given to students completing courses for the first time or to students graduating.
- Students may register for one summer school course at Chinook Learning or CBe-learn.
- Students who wish to upgrade a mark in a passed course will be directed to Chinook Learning or CBe-learn.
- **Course Challenge:** this is a formal process established by Alberta Learning and the Calgary Board of Education (A.R. # 6021). Information is available from each course Learning Leader, Assistant Principal and Counsellor.
- **Continuing Grade 12s:** Students who are admitted to high school programs of studies are expected, in most cases, to complete their high school education in six semesters over three years. Grade 12 students in 2017 – 2018 who are in need of one or two additional semesters to complete their programs, are encouraged to speak with their Assistant Principal early in the school year. The deadline for students to apply for a fourth year of high school will be Mid-March 2018.

### **Resource Center (Room 103):**

The Resource Center Provides a flexible learning environment for students. This room is a multi-use room and is used to support a variety of student learning needs and initiatives, such completion of courses through ADCL and on-line learning, additional learning supports for all students and IPP programming. In addition to school wide supports, Room 103 also supports the ASD Cluster Program as well as complex learners through specific programming. Access to room 103 is coordinated by the Student Support team and classroom teachers based on individual student need.

## **COURSE CHANGES & TIMETABLES:**

**Students request courses in the spring by filling out the Course Request Form. Only critical timetable changes will be considered.**

**Timetable adjustments will be for critical changes only for the following:**

1. Timetable reads "See Counsellor"
2. Student lacks a pre-requisite course
3. Timetable is incomplete or unbalanced
4. Changes needed due to CBeLearn/Chinook/Other Summer School course (bring report card)
5. Changes from a higher academic stream to a lower academic stream as recommended by a teacher or on the report card.

### **Timetables:**

Students are strongly encouraged to access their timetable through HomeLogic which will be available late August. Your official coloured timetable will be available for pickup during the "Passport to Success" days as outlined on the website and in the Summer Newsletter.(by grade/by alpha).

**Timetable Changes \*\*\*Deadline for Timetable changes is September 8th\*\*\***

**Note:** No requests for specific teachers will be accepted. Please do not email or phone in course change requests.

### **WISE TIME:**

We have a twenty-six minute flexibility block – Wise Time – in our Monday through Thursday schedule. The purpose of this will be to allow students and teachers to work together in ways not practical within the previous time structure. We hope it will allow us to use time more as an enabling factor, rather than just a limiting factor.

### **Examples of how Wise Time may be used include:**

- Teachers can spend dedicated time with individual students or with small groups of students (this may be to support basic learning through 'extra help' or to extend learning);
- Students can have an opportunity within the school day to complete work and/or to work with other students; students and teachers who are not currently in class together can meet and work together (this will facilitate IB Extended Essay work, allow students to complete learning from earlier semesters, students to get help from teachers they had in previous years, students to meet with teachers in connection with extra-curricular activities, etc.);
- Teachers in departments can offer their specialization or interests to all students (e.g. a teacher especially adept at helping students prepare for a certain type of assessment might offer 'workshops')
  - While students will often be able to make their own decisions about how they can best spend their Wise Time, Wise Time will be instructional time and not "free" time. All teachers will be available during Wise Time and all students will be responsible to be: working directly with a teacher; or
  - Working in a supervised "public space" such as the Learning Commons or foyer.

There may be opportunities when teachers will schedule time to meet with students. It is an expectation that students follow this direction.

**DAILY BULLETIN:**

Each day important information is posted in the Daily Bulletin. The bulletin is available through our HWW website.

**LOCKERS:**

Locker space and locks are provided for your convenience and your belongings. Many students use lockers as bulletin boards and students are reminded that material posted should be appropriate and non-offensive. Lockers are to be kept locked when not in use and only school-owned locks are to be used on school lockers. If a lock is not working, clear the locker and report the problem to the Business Manager immediately. Stay in your designated locker and do not invite others to use it. **LOCK COMBINATIONS SHOULD NEVER BE DISCLOSED TO OTHERS.** Lockers are school property and the school has the right to assign and inspect lockers. The school is not responsible for the loss of valuables such as personal electronic entertainment or communication devices. It is the student's responsibility to ensure that personal belongings of value are kept either at home or in a locked main locker.

Phys. Ed. change room lockers are not an appropriate place to store items of value

**FEES:**

Fee information will be posted on our school website [www.henrywisewood.com](http://www.henrywisewood.com).

**Late Registrations, Withdrawals, Transfers & Refunds:** Students who register late will pay the full amount of the Instructional Supplies and Materials Fee & the Security Deposit for the semester. If a student transfers to another school in the Calgary Board of Education system, a portion of the fees will be transferred to the new school. If a student is leaving the system, refunds may be issued depending on the circumstances and the date of withdrawal. For more information about refunds, please contact the Business Office.

**Other Field Trips/Activity Fees:**

Parents/guardians will be notified regarding the cost of any additional individual field trips and activities as soon as the information is available. Costs will vary depending on activities and materials used.

**International Baccalaureate Fees:**

*The International Baccalaureate Programme, being a program of choice, charges students additional fees over and above regular program HWW school fees in Grade 11 and 12. WWW collects these fees and submits them to IB directly on behalf of all IB students. The fees for assessments and exams are collected in both Grade 11 and 12 depending on the students' registration in IB courses. Families will be invoiced for IB fees when they register in August for the 2017/18 school year. Being a program of choice, there is no waiving of fees that would apply to these IB costs. Please note, once a student is registered into an IB course, it is a commitment that they will complete the external and internal assessments that are a component of the programme over the duration of the semester.*

*Students receive the following services:*

- Comprehensive assessment using a wide range of assessment methods including moderated internal assessment and externally marked examinations*
- Assessment by an international team of examiners and moderators, overseen by independent chief examiners*
- Clerical checking of assessment material to ensure administrative accuracy*

- *Where appropriate, access arrangements and consideration of individual special circumstances*
- *Access to results one day after results are released to schools*
- *A printed diploma, diploma results or certificate (depending on their results)*
- *Transmission of results to universities worldwide, upon request*

### **Grade 11:**

*Biology SL, Math SL, Philosophy SL (if taken in Grade 11)*

### **Grade 12:**

*English SL/HL, History SL, Physics HL, Chemistry HL, Math HL, French Ab Initio SL, Spanish Ab Initio SL, Visual Arts SL/HL, Film SL, Philosophy SL (if taken in grade 12).*

*The exact amount of IB fees varies slightly year to year due to factors such as inflation and international currency exchange rates. Below are the 2016/17 fees for IB Exams/Assessments:*

*IB Registration Fee - \$250\**

*IB Course Fee (per course) - \$200*

*Courier Fee - \$25*

*\*IB Diploma Students (full IB) pay the IB Registration Fee only once, however, IB Course Students (partial IB) would be charged this both in grade 11 and 12 if they had IB courses in both years*

### **International Student Exam Fees:**

International Students writing Alberta Education Diploma Exams will be charged a fee for writing of \$50.00. Students must access myPass to register and pay for Diploma exams in December (or sooner) for January exams and in May (or sooner) for June exams. A copy of the receipt must be provided to the main office.

### **OPTIONAL FEES – YEARBOOK:**

The yearbook is an optional purchase. Orders are placed early in the year, so if students wish to obtain one the payment of \$42.00 is required no later than December 8th.

### **FEE PAYMENT ARRANGEMENTS:**

Parents are asked to make all fee payments using their My CBE Account. Fees will be assigned to students, based on their registered classes, by August 1, 2017 and parents may make online payments after that time. If you wish to make payment arrangements or feel that you may qualify for a fee waiver, please contact the Business Office.

### **TEXTBOOK POLICY:**

The majority of Henry Wise Wood textbooks and other print resources are bar-coded. In order to receive textbooks, students must present their current student ID card and a copy of their timetable. Books will be scanned out to students, based on their ID number. Each scanned book is linked to the student and is the sole responsibility of that student.

Students should print their name, teacher's name and semester neatly inside the front cover of all their textbooks to avoid mixing their books up with those of another student. Returned books will

be scanned back to the student IDs they were scanned out to, so it is extremely important that students keep track of their own books.

### **Textbook Refund Policy:**

Students pay a \$50.00 textbook Security Deposit at the beginning of each school year. This Security Deposit will be returned to students at the end of the school year providing all materials are returned in good condition. **It is the responsibility of the student or parent to claim the refund on the designated day at the end of June.** If students cannot pick up the refund on the designated day, they may leave a **self-addressed, stamped envelope** with the Business Office and the refund will be mailed out.

Since the value of books issued to students is far beyond \$50.00, if a book is lost or damaged during the year, we request that the book be paid for before another one is issued.

**Refunds not claimed by October 30, 2017 will be forfeited.**

## **SCHOOL PROCEDURES AND POLICIES:**

### **ATTENDANCE:**

**CALGARY BOARD OF EDUCATION Administrative Regulation 6020 - Attendance of Students.** *The Calgary Board of Education believes that there is a strong positive correlation between attendance and effective education. Therefore, students registered in schools or programs shall attend regularly and punctually.*

### **Principles:**

We believe that regular and punctual attendance is essential to student success. The Attendance Policy at Henry Wise Wood is based on the following principles:

1. Regular attendance is the responsibility of the student and parent/guardian.
2. The role of the teacher is to encourage full attendance and support this by:
  - maintaining an accurate record of student attendance
  - sharing this information with students, and parent/guardians as required
  - reporting student attendance concerns to administration
3. The administration, with support from teachers, counsellors and parents/guardians, is responsible to work with students to resolve patterns of attendance that impact student success.

### **Guiding Priorities:**

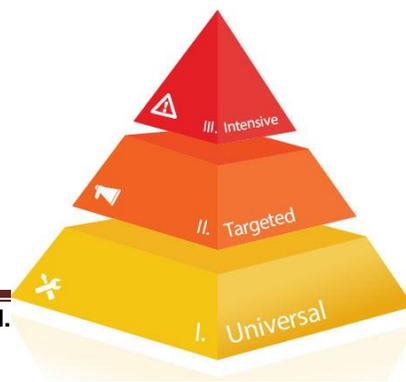
- Improve student attendance to support increased student achievement and success
- Activate teacher discretion by balancing flexibility with a clear guideline based structure
- Build on our existing policies

### **Process**

#### **I. When attendance or punctuality impacts student success, the following will occur:**

- *Teacher:* speaks with student, communicates with other teachers, communicates with parent/guardian (phone call, email)

#### **II. If no improvement in attendance or punctuality, then**



**the following will occur:**

- *Assistant Principal, Counsellor and/or Graduation Coach:* meet with student and/or parent to create a support plan
- *The support plan may include:* Student Learning Team Meeting, Wise Time, Period 5 (after school), Attendance meetings
- Support plan will be shared with the Learning Team (teachers, parents, student)

**III. If there is still no improvement in attendance or punctuality the following will occur on a case-by-case basis:**

- In-school or out-of-school suspensions, school-supported leave, program adjustments
- Work with the student, teacher, and (possibly) others to set clear expectations
- Provide a written summary of the student's support plan and a plan of action to the teacher (s) and parent

**Excused Absences:**

Under the School Act, absences because of unavoidable causes, illness, and religious holidays celebrated by the family are excused. Students are responsible for work, assignments, quizzes missed during their absence. Students participating on a field trip (excused absence) are expected to plan accordingly and are responsible for any work missed in other classes.

**Reporting Absences/Lates:**

When a student:

- Leaves during the day-student must sign out at the Main Office. Contact with parent or guardian is required
- Is absent or late call the attendance line at 253-2261 (ext. 1)
- Is absent for an exam-parent contacts the teacher before the test or on the day of absence

**Extended Absences (3-5 or more consecutive school days)**

Extended Absences from school may jeopardize student achievement. Students and parents are asked to fill out a form notifying the school of any extended absence. This form is available from the main office.

**ACADEMIC HONESTY POLICY:**

Students, parents and teachers value the pursuit of knowledge in an honest and challenging manner. Thus, students are expected to behave ethically as they learn with their peers, complete class work and assignments, prepare for and write examinations and participate in other assessments.

**Academic Misconduct:**

Academic dishonesty includes, but is not limited to, the following:

- Cheating or helping others cheat by using unauthorized materials and devices, sharing answers and communicating with others during a quiz/test/exam which includes, but is not limited to, whispering, passing notes, signaling, text messaging and exchanging test papers; writing examinations and quizzes for others;
- Acquiring and using or attempting to acquire and use confidential course and examination materials;
- Using calculators inappropriately. Teachers will advise students about the kinds of calculators

permitted and the types of information that can be stored. Calculators that have built in notes that cannot be cleared or any external support devices are not permitted;

- Submitting or presenting the ideas and the work of others as your own (plagiarism).
- Appropriately quoted and paraphrased passages must be referenced to the original sources;
- Tampering or attempting to tamper with grades and class records.

### **Penalties:**

Academic dishonesty is a serious offence. Penalties may include, but are not limited to, the following:

- School suspension;
- Loss of the opportunity for a particular assessment e.g. a zero grade on class work, assignment, quiz or examination;
- Removal from course, program and loss of credits;
- Suspension to CBE Student Services.

### **ACHIEVEMENT ASSESSMENT AND EVALUATION:**

The personalization of learning requires knowing each student through the thoughtful gathering and consideration of evidence of student learning. A varied body of assessment evidence provides information about the learner's strengths and areas for growth against well-understood learning outcomes from Programs of Study and/or Individual Program Plans. A variety of assessment methods are used, as appropriate to specific learning tasks. The ongoing assessment of learning may support teachers, students and families to understand how a student is progressing in learning and consider next steps. Teachers use professional judgment to evaluate a body of assessment evidence.

**Course Outlines:** During the first week of classes, students will receive a course outline. Course outlines communicate important information about a course; serve as a communication and planning tool between students, teachers, and parents. Elements of the course outline include: teacher contact information, learning outcomes, course content, instructional approach, course materials, achievement, (assessment, evaluation), mark breakdown, feedback and online mark updates through HomeLogic, plagiarism and cheating, appeal process and supports.

**Feedback and Online Mark Updates:** Students and parents are encouraged to access HomeLogic on a regular basis. Students and parents may contact teachers to discuss achievement.

### **HENRY WISE WOOD EXAMINATION POLICY:**

The examination policy of Henry Wise Wood High School is designed to ensure examination consistency, fairness and security. Students in Grades 10, 11 and 12 must write their Final Examinations at the times stipulated in the November (English only), January and June examination schedules. IB exams are in May. Exemptions schedules will be published on the Henry Wise Wood Web page when available.

### **Final School Examination Rules:**

#### **1. Admittance to the Examination Room and Examination Seating:**

Students may not enter or leave the examination room without the consent of the supervising teacher(s). Students will be seated in alphabetical order for all examinations.

2. **Student Identification:**

Students are required to bring school picture ID to write their examinations. If students do not have a school picture ID with them, a Drivers license or passport will be sufficient.

3. **Late Arrivals:**

Students who arrive more than one hour after the examination has started will not be allowed to write the examination. Students who arrive late but within the first hour of the exam start time may be allowed to write at the discretion of the Assistant Principal responsible for Examinations or the Principal. If permission to write is given, students will be escorted to the exam centre by an exam supervisor.

4. **Writing Time:**

Students write a Final Examination within the specified time and may hand in the examination one hour after the exam start time.

5. **Clothing and Bags:**

Students are advised to dress appropriately for exams. The gym is often cold in the winter and warm in the summer. All bags and backpacks should be left at home or placed in available lockers and will not be allowed in the student's possession during the exam.

6. **Cell Phones or other unauthorized Electronic Devices:**

Cell phones or other electronic devices (such as electronic translators, smart watches, digital music players, iPods, etc.) are not permitted in the examination room. Students are to leave these devices at home or in available lockers. If the supervising teacher(s) finds these items in the examination room, the student in possession of the electronic device will be removed from the examination room and will receive a mark of zero for the examination.

7. **Approved Calculators:**

Calculators required for mathematics and science exams will be cleared as outlined by the Alberta Education policy. The covers of the calculators must be removed and placed on the floor below the student's chair.

8. **Examination Security:**

Any breaches of examination security will be investigated and consequences may result. Alberta Education is monitoring all PATs and Diploma. All diploma examinations will be administered in accordance with the rules and regulations as outlined in Alberta Education Diploma Exam bulletin  
<http://www.education.alberta.ca/admin/testing/diplomaexams/diplomabulletin.aspx>

**EXEMPTIONS:**

- **Diploma Examination** exemptions are granted by **Alberta Education** only in exceptional cases or exceptional circumstances. Students must consult the Assistant Principal for direction if they intend to apply for an exemption to inform the school of the situation and obtain the correct forms for submission to Alberta Education. Alberta Education will make the final decision.

### **School Exemptions for non-diploma examinations:**

- Non-diploma examination exemptions are granted in exceptional cases or exceptional circumstances that prevent students from writing the exam and are beyond the control of the student and/or family by the Principal. Students must contact their Assistant Principal for direction if they intend to apply for an exemption. The Principal will make the final decision.
- **Rewriting Diploma Examinations:**  
Students who write a Diploma Exam for a second time, whether they are enrolled in that course or not, must complete and submit an application form online at myPass. International Students writing Alberta Education Diploma Exams will be charged a fee for writing of \$50.00. Students must access myPass to register and pay for Diploma exams in December (or sooner) for January exams and in May (or sooner) for June exams. A copy of the receipt must be provided to the main office to ensure a spot.
- **Examination Conflict:** If students have an examination conflict they must contact the Assistant Principal in charge of exams to inform them of the conflict.

### **MARK APPEAL PROCESS:**

*According to Calgary Board of Education Administrative Regulation #3018 Section 6 December 2005, "1. A student may appeal a school-based mark by following the school's school-based marks appeal procedures.*

*2. The decision of the principal regarding school-based marks is deemed to be the final decision of the Calgary Board of Education."*

**Appeal Procedures:** Published appeal days are designated at the end of each semester. A student who wishes to question a mark during or at the end of a semester must follow the procedures outlined below.

### **Students are responsible to:**

- Complete and hand in work on time.
- Write tests or examinations at the assigned time.
- Communicate with the teacher.
- Have a parent communicate/explain any absence with appropriate support such as a doctor's note for Final Examinations.
- Make up any missed work. An explained absence does not excuse the student from work missed.
- Check in HomeLogic that class marks and interim reports are accurately recorded.
- Check in HomeLogic the posted final marks before the appeal date.
- Recognize that any absences will adversely affect achievement.

### **Teachers are responsible to:**

- Provide each student a course outline.
- Communicate with students and parents.
- Inform students in advance of marking or grading criteria for assignments.
- Be knowledgeable about and follow department, school and CBE guidelines regarding student achievement.

**Parents are responsible to:**

- Be informed about the achievement of their student(s).
- Attend Parent/Teacher/Student Conferences.
- Inform the school in writing of the reasons for a student's absence and provide appropriate support such as a telephone call for tests or a doctor's note for Final Examinations. (See exemptions)
- Recognize that any absences will adversely affect achievement.

**Mark Appeals:**

**Class Work:** Frequent and regular communication regarding student achievement is essential throughout the course of a semester. Students, parents and teachers are asked to follow the steps listed below.

- A student should speak directly to the teacher as soon as possible after receiving the mark.
- If the appeal has not been resolved by conversation between the student and teacher, parents are invited to speak with the teacher.

In the unusual event that a student, parents and teacher cannot agree, any one of the parties may appeal to the Learning Leader who will:

- Work with the student and teacher to resolve the appeal.

In the extraordinary event that the situation is still unresolved, the Learning Leader will be informed and work with the Assistant Principal to resolve the appeal.

**Mark Appeals:****Final course marks:**

- A specific appeal time is advertised each semester by teachers and by the school.
- For Diploma Examinations, the appeal is of the school mark (worth 70%) and occurs before the end of the classes each semester.
- Students must speak with teacher(s) prior to, or during, the advertised time.
- If the appeal is unresolved, the student makes an appeal to the Learning Leader during the appeal time.
- The Learning Leader informs and, as necessary, works with the Assistant Principal to resolve the appeal.
- The Learning Leader may resolve the appeal at that time OR may set up a later meeting to discuss the appeal at a mutually agreed upon time. The student should invite their parents to attend.
- If, after following the above steps one through four, an agreement has not been reached, a final mark may be appealed in writing to the Principal.
- The Principal will reply in writing and that decision is final. This is Calgary Board of Education policy. **Parents and independent students are advised that the decision of the principal may be reviewable by the Minister under section 123 of the School Act.**

## **BEHAVIORAL EXPECTATIONS:**

***Warrior code of Conduct – As a member of the Henry Wise Wood High School Community, I share the responsibility for maintaining a safe, tolerant and respectful environment. I will strive each day to be the best that I can be. I understand that this Code shall govern my behavior in school, to and from school and during extra-curricular activities.***

Henry Wise Wood is a smoke and vape free community. Our community includes school property, the surrounding playing fields and rink area. This also includes bus stops, riding on buses and any off-campus school sponsored activity. It is everyone's duty to keep these areas free of litter and smoking materials.

### **Calgary Board of Education – Student Code of Conduct - AR 6005**

The Calgary Board of Education is committed to providing students and staff with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging. AR 6005 Student Code of Conduct 3 | 7

1. Students have a responsibility under the School Act to respect the rights and dignity of others and to proactively participate in promoting and fostering positive relationships with others while:
  - On CBE property
  - Participating in school activities
  - Traveling to and from school
  - Engaging in any electronic communication both on or off CBE property
  - In any other circumstances that may impact the school environment.
  - Contributing to a welcoming, caring, respectful and safe learning environment
  
2. Students must comply with the School Act including:
  - Being diligent in pursuing their studies
  - Attending school regularly and punctually
  - Cooperating fully with everyone authorized by the CBE to provide education and other services
  - Complying with the rules of the school
  - Accounting to the student's teachers for the student's conduct

#### **Examples of acceptable behaviour include, but are not limited to:**

- Demonstrating respect for self, others and the school environment through:
    - Respecting differences in people, their ideas and their opinions, including when there is disagreement
    - Embracing all diversities
  - Respecting the needs of others to work in an environment that is conducive to learning and teaching
  - Respecting the rights of others
  - Modeling positive social behaviours in all interpersonal interactions
  - Being courteous and treating each other with dignity and respect
  - Using positive and inclusive language
  - Demonstrating good digital citizenship by using technology in ethically and responsible ways
  - Taking responsibility for personal belongings and AR 6005 Student Code of Conduct 3 | 7 respecting the belongings of others
  - Demonstrating caring and compassion for others including:
    - Showing empathy, being considerate of others and their situation
    - Creating an environment of kindness
3. Discrimination, bullying and harassment in any form will not be tolerated. Reports of bullying, harassment and unwanted behaviors or unacceptable conduct should be made in a timely manner.

- Students have a responsibility to not participate in or tolerate bullying while on school property, participating in school events, traveling to and from school, or in any other circumstances that may impact the school environment.
  - Students who are subject to or a witness of bullying, harassment, unwanted behaviours, or conduct that interferes with maintaining a welcome, caring, respectful and safe environment, should report that conduct to a classroom teacher, guidance counsellor, or any other staff member with whom they feel comfortable.
4. Students may be held accountable for behavior that impacts the school beyond the hours of school operation when their conduct detrimentally affects the personal safety and well being of individuals, the learning environment, or the effective operation of the school.
5. Students are expected to follow the electronic device policy. Cell phones and other small electronic devices are permitted, provided the following conditions are adhered to:
- Electronic devices are brought at the student's own risk.
  - Any expenses incurred by the use of any personal electronic device are the sole responsibility of the student and the student's family.
  - In an emergency situation, students agree to not use the devices until permission has been received from the school Principal.
  - Students can use cell phones during class time and for related classroom activities unless otherwise directed to do so by school staff.

### **Unacceptable Student Behaviours**

Students engaging in conduct that does not contribute to a welcoming, caring, respectful and safe environment may be subject to discipline up to and including ticketing, suspension or expulsion.

Examples of unacceptable behaviour include, but are not limited to:

- Disruptive or dangerous behavior and defiance of authority
- Encouraging unacceptable conduct and engaging in conduct which endangers others
- Any conduct which is injurious to the physical, social or mental well-being of others
- Use, display or distribution of improper, obscene or abusive language, messages, gestures or pictures
- Discriminatory behavior
- Use of technology such as computers, cameras, cell phones, and other digital equipment for purposes that are illegal, unethical, immoral, or inappropriate AR 6005 Student Code of Conduct 4 | 7
- Theft, including theft of identity and intellectual property
- Use, possession, distribution, or collection of money for illicit drugs, alcohol, or inhalants in school, on school board property or in the context of any school-related activity
- Willful damage to school property or the property of others
- Involvement in the formation of or affiliation with gangs or other groups which negatively impact the school environment
- Hazing and initiation activities
- Use, possession, sale, distribution of or active contact with a weapon on a student's person, on or in the vicinity of school board property
- Interfering with the orderly conduct of classes or the school
- Criminal activity
- Failure to comply with CBE Student Code of Conduct
- Failure to comply with section 12 of the School Act. Bullying

**DRESS CODE:**

A school is a public place with a clear purpose. It is a community in which members have the right to feel comfortable and safe yet free to express them as long as that expression is not in conflict with others' right to feel comfortable and safe. Dress choices should not interfere with student learning. Our policy has the following elements:

- An understanding that all members of the school community have the right to feel comfortable and safe, and have the right to individual expression that is not in conflict with others' rights to feeling comfortable and safe or their rights to an appropriate learning environment.
- Students' dress should be appropriate to the common activities in a school; that is, they should be comfortable and generally non-distracting to others (e.g. no bear-suits or gowns and heels);
- If a teacher feels that a student is dressed in such a way that others in the community might reasonably find offensive or that might reasonably make others feel uncomfortable, that teacher will have a private conversation with the student to discuss his or her concerns. If the concern is modest, the teacher will simply ask that the student consider that perspective of others when making wardrobe choices. If the concern is more serious, the teacher will involve an administrator in the discussion, which may conclude in the assistant principal or principal directing the student to make a different wardrobe choice. In these cases, we will include the student's parent in the conversation.

**SERIOUS MISCONDUCT:**

CBE schools will take firm and decisive action with students who cause or threaten harm to persons or property. When found responsible for serious misconduct, students face formal suspension or referral to police. (See Warrior Code of Conduct)

**SKATEBOARDS:**

School Board regulations prohibit their use on school property.

**SMOKING/VAPING:**

Smoking is not permitted anywhere on school property. Provincial law and CBE regulations provide for fines and/or suspension for non-compliance. Cigarettes / e-cigarettes / vapes will be confiscated from students under the age of 18. First time offense will be a warning. A second violation will result in a ticket or suspension or both.

**STUDENT PARKING AND DRIVING PRACTICES:**

- Students are expected to drive in a safe and courteous manner at all times. Failure to do so will result in the withdrawal of parking privileges, contact with parents and the School Resource Officer and/or suspension.
- Students' vehicles must be parked in the student designated areas only.
- All vehicles parked on Henry Wise Wood property must be registered at the school. Proof of registration is with a parking tag displayed in the front window.
- Drivers use the parking lot at their own risk.
- The school is not responsible or liable for losses or damage to vehicles or their contents while in the school parking lot.
- A parking tag may be purchased at the Business Office at a cost of \$40.00.
- Students with unpaid fees or textbook issues will not be eligible for a parking pass until the issues are resolved.
- Priority is given to Grade 12 students, then Grade 11, and subject to availability, Grade 10s.

- The parking tag is to be placed on the rear view mirror or dash of the registered vehicle.
- The tag must be visible to be valid. There will be a replacement cost for lost/stolen parking tags. Vehicles not displaying the proper parking tag or parked illegally will be ticketed.
- Loud stereos are not permitted as they disrupt class instruction and neighbours.
- Failure to follow rules related to vehicle registration and parking in the student lot will result in loss of parking privileges.

As part of our good neighbour policy, we would ask students not to park their vehicles in the community or at the Kingsland Shopping Centre.

## **SAFETY AND SECURITY:**

### **School Resource Officer:**

Constable Sally Zerk is the School Resource Officer at Henry Wise Wood High School.

Her job is to help students feel safe and secure, as well as to help support and guide students through any difficult situation. She is an extra resource here at the school and really enjoys working with young people. She is at Henry Wise Wood Tuesdays and Thursdays. Her office is located in the main hallway across from the main gym. Please feel free to stop in and say to her anytime, you don't have to be in trouble! Don't let the uniform be a barrier either – She is human underneath. Honestly!

### **EMERGENCY PROCEDURES:**

As part of Henry Wise Wood's school emergency preparedness, fire, lockdown and other related drills will be conducted in each semester.

**Fire Drills:** Students are expected to fully cooperate with staff for a safe, quick, and orderly evacuation in the event of a fire alarm. Students, who are not accompanied by a staff member during a fire alarm, are expected to evacuate the building via the nearest exit, in a safe, quick, and orderly manner, and to remain at a safe distance outside the building until they are signaled to return.

**Lockdown Drills:** It is recommended that the Principal or designate will initiate at least two school lockdown drill each year with a clear and precise announcement on the PA system.

The following are student expectations in a lockdown situation:

- If you are outside the building and you hear about the lockdown (outside bell will ring continuously), stay outside and alert others. Be aware of the situation around you. If a teacher is in the vicinity, accompany the staff member to an alternate, secure location. Cooperate and remain with the teacher and other students until you receive the "all clear". If a staff member is not in the vicinity, go to a secure location away from the school and remain there until you are certain that it is safe to return. If you are in the building, go to a secure area and close the doors and windows. Parents and other guests are requested not to enter the building whenever our outside bell is ringing continuously.
- If you are already in a secure area in the building, stay there, even if you are not accompanied by a staff member. Cooperate fully with all staff in the building for your own safety and for the safety of others.
- Do not use the classroom phone, cell phones or computers. It is essential to remain calm and quiet.
- Wait for further instructions.

### **Emergency Communication Blackout:**

In the event of an emergency or critical incident, students will follow administrators' and staff' direction to observe a communication blackout until the emergency is resolved. This may include students giving their devices to a teacher during the incident.

### **FIRST AID STATIONS:**

There are numerous First Aid Stations located on all three floors around the building. They are clearly indicated by a white cross outlined in red. Many school staff and administration are updated and trained in Standard First Aid every year.

### **A.E.D. - AUTOMATED EXTERNAL DEFIBRILLATOR:**

An Automated External Defibrillator (AED) is mounted on the wall in the hallway directly across from the main office doors. It is used to treat the most common causes of sudden cardiac arrest. The AED should be used to treat someone you think may be a victim of Sudden Cardiac Arrest. A person in SCA does not respond when shaken, and is not breathing normally. The AED is an automated device and will give the user instructions about how to proceed. It is best if someone who has been trained in CPR uses the AED.

### **SCHOOL NURSE:**

Henry Wise Wood is fortunate enough to have a school nurse who visits once a week. Parents, teachers and students are welcome and encouraged to drop in to room 127 for any health-related questions or concerns.

### **STUDENT ACTIVITIES:**

#### **EXTRA-CURRICULAR ACTIVITIES:**

School life is as interesting and rewarding as students, individually and collectively, are prepared to make it. There are many different opportunities available to students at Henry Wise Wood to be involved in student-driven activities. Please visit our website for more information at <http://www.henrywisewood.com>

#### **Some things that you might expect when involved in extra-curricular activities:**

- Information concerning these various activities is provided through the Daily Bulletin, school website, school app, Wednesday Warrior, the school newsletter, special posters, student assemblies and Club Day.
- Student interest and support determines the success or failure and ultimately the continuation or termination of each extra-curricular activity.
- Parent Consent Forms must be completed ahead of time for all off-campus trips.
- A student or volunteer in violation of the Calgary Board of Education Policy regarding drugs and alcohol while at school or representing the school, will face suspension.
- Volunteer Drivers must complete the Volunteer Driver Form prior to transporting self and students to off-campus activities.

### **ATHLETIC PROGRAM:**

The real value of participation in sports is the journey – not the destination; it is the hours of training, determination and self-discipline. When the competition is done, the reward left behind is the character you build forever

- All aspects of the interscholastic sports program should be conducted in a manner which will reflect positively on Henry Wise Wood High School; this includes participants

and supporters.

- The Interscholastic Program should reflect "**pride, respect and excellence**" and as such, we would expect observers to view our teams as proud representatives of the Henry Wise Wood High School Athletic Program.
- As individuals and as teams, this sense of pride will be exhibited through the attitude and behaviour of all participants and spectators. When leaving the competitive field, no matter what the score, all should be satisfied with the performance and demonstrate good sportsmanship.
- High School Athletics are an integral part of the total educational process. Participation in athletics is a privilege - not a right.
- Representatives of the school in athletics must be students in good standing.
- We stress the importance of "**respect**" for team mates, opponents, coaches, and officials.

The interscholastic sports program will be conducted on a user pay basis in a manner consistent with the objectives, regulations and policies of the Calgary Senior High School Athletic Association and the Alberta Schools Athletic Association.

### **LINK CREW:**

Link Crew is coming to Wise Wood! All grade 10 students will be connected with grade 11 and 12 Link Leaders who will act as positive role models, motivators, and mentors who help guide our grade 10s as they discover what it takes to be successful in High School. This program will benefit our Link Leaders through the leadership training they receive, and through the experience of mentorship. It will benefit our grade 10s by helping them to feel safe, informed, and connected. The school will benefit through a more supportive and positive school climate and culture. Link Crew Block is mandatory for all students on selected / published Wednesdays throughout the year with attendance being recorded in WiseTime on those days. During Link Block, grade 10s will continue to connect and be mentored by their Link Leaders and Grade 11 and 12 students will be presented with activity-based lessons that will help them to be more successful students. This is a world-class program and we are thrilled to bring it to our Warriors!

### **THE WARRIOR SHOP:**

The Warrior Shop is a kiosk operated by the HWW Students' Council. It sells healthy snacks, some beverages and Warrior Gear (school clothing).

### **TECHNOLOGY:**

#### **DIGITAL CITIZENSHIP:**

Throughout the Calgary Board of Education, students have the ability to utilize our network. This means that students are able to bring in their own personal devices responsible for (laptops, smart phones, tablets, etc.) to connect to the Internet for their school work through our wireless network. With this ability comes a higher level of responsibility and understanding on the part of the student. Our students' safety in an online environment is very important to us and learning how to be a good Digital Citizen will increase your child's awareness and understanding of the Internet, teach them how to be safe online and enhance their learning opportunities. The use of the network, in addition to the computer labs in our school, will be to assist our students' abilities to:

- Access, critically assess and communicate information and understanding
- Seek alternative viewpoints
- Collaborate during inquiry

- Personalize their learning and understanding
- Construct personal knowledge and meaning
- Organize and manipulate data
- Interact with other learners

In accordance with CBE Administrative Policy 1062: ***(The following activities are prohibited and will be addressed on an individual basis as needed)***

- Use of someone else's CBE account on the computers or access to the network
- Sharing of usernames and passwords for other people to use
- Viewing websites through a proxy server
- Sending, posting, displaying or using obscene language/messages or pictures or information about oneself or others
- Harassing, insulting or attacking another person or their reputation
- Plagiarism of online content
- Texting or gaming
- Tampering with any computer accessories, hardware or software
- Use of technology or accessing sites not approved by staff
- Trespassing in other's folders, work areas or files
- Utilizing another student's device without permission
- Use of any electronic device in the gymnasium, the change room or bathroom
- There is no privacy with the use of CBE owned equipment or our network.
- Communications on CBE networks are often public in nature. General school rules for behavior and communications apply.
- Passwords and accounts are to remain confidential. Any damage done is the responsibility of the student whose account is active at the time.
- Student folders (H drives) will be scanned periodically for inappropriate files. This includes executable files.

The following sites are prohibited from use while using our network and the school computers:

- Social networking sites
- Vulgar or lewd depictions of the human body
- Any adult content
- Violent acts
- On-line gambling
- Sites that encourage the use of illicit or illegal substances
- Sites that advocate hatred or violence against an identifiable group

Our expectation is that our students will become educated and responsible Digital Citizens. If, however students breach any of the expectations, each situation will be dealt with on an individual basis and may result in:

- Restriction or loss of technology privileges
- Restriction of use of or confiscation of personal device
- School based disciplinary consequences (including suspension of technology access within the school etc.) and/ or
- Police intervention and/or legal action

Lastly, it is important that parents/guardians and students remember the following:

- The school is not responsible for the loss, damage, or theft of student owned electronic devices.
- The school is not able to provide technical support for student devices.
- Devices can only be utilized when students are under the direct supervision of a teacher in an approved area of the school.
- Devices can only be utilized for educational purposes.
- The school will not be responsible for any inappropriate use of a student's personal device.
- Misuse will be determined by the staff and administration.
- Within the school's computer labs; students are required to sit in their assigned seats, immediately check for damage, and report any damage to the teacher in charge. We view Digital Citizenship as a shared responsibility between students, their families and the school. We appreciate families taking time to discuss this with their children and supporting the work of the school in moving it forward.

### **PRINTING FOR STUDENTS:**

We encourage students to print responsibly throughout the school year. Each student will begin the year with \$15.00 in a print account. This will cover the cost of approximately 250 black and white pages or 90 color pages. Once this \$15.00 is depleted, students will have the option to visit the Business Office to purchase additional pages.

### **STUDENT CELL PHONE USE:**

Henry Wise Wood recognizes the changing educational realities of our learners. In response to concerns expressed by students, staff and parents about the policy on the usage of electronic devices such as laptops, phones, and tablets that can access a wireless network, the following expectations apply:

- During class time, the use of these devices for educational use is strictly up to the discretion of the teacher.
- Outside of class time, the responsible use of these devices is permitted.
- For the protection of all individuals' privacy, the use of these aforementioned devices is not permitted in locker/change rooms or washrooms.
- Quizzes, tests, exams, and Diploma Exams all have their own rules and expectations about the use of such electronic devices. Students are expected to familiarize themselves with these policies.

### **STUDENT RECOGNITION:**

#### **HONOUR ROLL CRITERIA:**

Determination of Honour roll and Honour award students will use the same criteria.

- Honour roll lists will be published at the end of the semester.
- Honour roll lists will be posted in the main foyer.
- There will be 2 levels of Honour Rolls and Honour Awards:
- Honours with Distinction.....90% – 100%
- Honours.....80% - 89%
- To be considered for Honours, Grade 10 students must complete a minimum of 7 courses and 35 credits, Grade 11 students must complete a minimum of 6 courses and 30 credits, and Grade 12 student must complete a minimum of 5 courses and 25 credits.

Please note that only courses completed and graded at Henry Wise Wood will qualify for the determination of Honours.

- Any failing mark excludes the student from achieving a place on the Honour Roll or receiving an Honours' Award from the school.
- All averages reflect school marks. Diploma Examination marks are not included. Averages will be calculated on a **credit weight basis**.
- Honour Medallion winners in Grade 12 will have achieved Honours or Honours with Distinction for all three years of high school. Honour Medallion winners will have their names printed on an Honour Scroll, which is posted in the main foyer.

### **SCHOLARSHIPS AND AWARDS:**

Scholarship information is posted on our website under the student tab. Information is updated monthly. The Academic Awards ceremony is typically held in the fall. Athletics Awards Evening and Creative Arts Evening are in the spring.

### **Grade 12 Graduation Ceremony Requirements:**

Students must be registered in courses that enable them to complete their specific program by June. Program completion may include:

- A High School Diploma – 100 credits
- A Certificate of Completion – 80 credits
- An ELL, ACCESS or PLP program **OR**
- Demonstrate they have a plan for completion of their program by the end of August. (Limited to enrollment in a 5 credit Summer School Course).