

# BAWLF SCHOOL

## Parent Student Handbook



Achieving Excellence

Revised August 2022

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## ABOUT BAWLF SCHOOL

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Welcome to Bawlf School!

We believe in “Achieving Excellence” and this is what we strive for in our daily work with everyone. This is our way of life here at Bawlf School.

At Bawlf School, we believe that the initial steps to “Achieving Excellence” begin here. These steps, supported carefully through providing a welcoming and inclusive environment, enable students to develop the love of learning, both now and in the future. The love of learning is contagious. We believe that creating engaging opportunities for learning is a large part of our responsibility as educators. Our staff strives to work as an enthusiastic, energetic and dedicated team to make learning enduring, meaningful and fun.

While we value “Achieving Excellence” academically, we are also committed to fostering balance in the lives of our students. We hope that our students will encounter many new learning opportunities that challenge them to be engaged, critical and creative thinkers, thorough problem solvers, effective communicators and caring citizens who value themselves and others. While academics are important, students are encouraged to participate in a variety of extracurricular activities that foster personal growth and development.

Education is a partnership between the school and the home, and we strive to maintain close contact with families. We encourage home and school communication, as this promotes awareness about the school's academic programs, student progress, and allows parents and children to share in daily activities. I look forward to working with parents throughout this school year. I encourage you to see yourselves as active partners in our learning community.

By working together as partners, we can ensure all students “Achieve Excellence”. Best wishes for a year filled with new goals, challenges and personal and academic growth. If you have any questions or concerns feel free to contact me at the school.



Mr. Brock Bartlett  
Principal



## ABOUT BAWLF SCHOOL



### School Motto

## *Achieving Excellence*



### **Mission**

To develop responsible and productive citizens through a balanced program which fosters the intellectual, social, emotional, creative and physical development of all students within a safe and caring environment.

### **Vision**

- BAWLF students will be able to achieve their individual potential and create a positive future for themselves, their families, and their local and extended communities
- BAWLF students will have the opportunity to experience a variety of activities and programs to develop their skills, abilities, talents, and to accommodate their learning styles
- BAWLF students will have high expectations set for them and receive constant and ongoing feedback
- BAWLF students and all staff will be able to work in a safe and orderly environment where they feel comfortable, accepted, and respected

### **Beliefs**

In Battle River School Division #31 and Bawlf School, we believe:

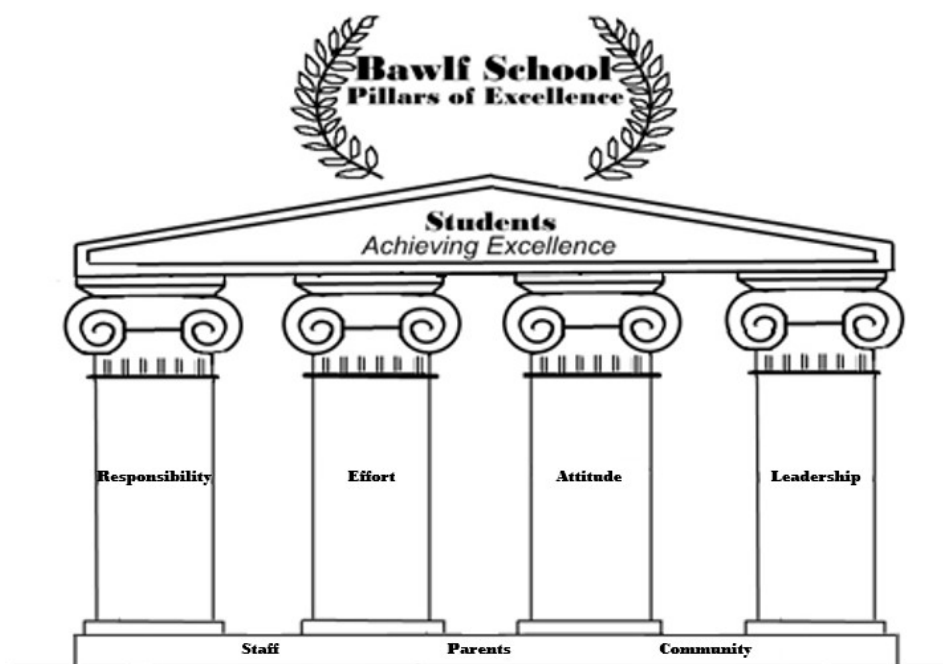
- Our fundamental purpose is to promote student learning, growth and understanding
  - When a student is in the greatest need, we will provide the greatest support
  - All staff need to be committed and dedicated to their own continuous learning
    - Passion and skill are central to being an influential and successful educator
- Everyone will be treated with dignity and respect in a safe and caring environment
  - Character education is an essential component of a child's development
  - Optimal learning occurs when it is engaging, meaningful and active

## ABOUT BAWLF SCHOOL

# Pillars of Excellence

At Bawlf School, we are committed to

Pillar	Description	Indicators
RESPECT	Create and build authentic caring and supportive relationships.	<ul style="list-style-type: none"> <li>● Consideration and support for the esteem and needs of others</li> <li>● Respectful communication with others</li> <li>● Authentic relationships demonstrating honesty, openness, connectedness, kindness, humour and celebration</li> </ul>
EFFORT	Demonstrating a strong desire to excel	<ul style="list-style-type: none"> <li>● Engaged and committed to demonstrating your best</li> <li>● Contribute to the success of the school community</li> <li>● Purposeful collaboration toward a shared goal</li> </ul>
ATTITUDE	Display a positive outlook that contributes to healthy, safe, and caring environments.	<ul style="list-style-type: none"> <li>● Looking for the best in circumstances and relationships</li> <li>● Recognizing that learning is difficult and growing comes through challenge</li> <li>● Looking out for and caring for the school and the people in it</li> </ul>
LEADERSHIP	Shared obligation to ensure and promote positive actions in the school and community	<ul style="list-style-type: none"> <li>● On time and on task</li> <li>● Integrity and honesty</li> <li>● High expectations of self and others</li> <li>● Upholding the values of the school and community</li> <li>● Demonstrating respect by doing the right thing</li> </ul>



## ABOUT BAWLF SCHOOL

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### PROGRAMMING

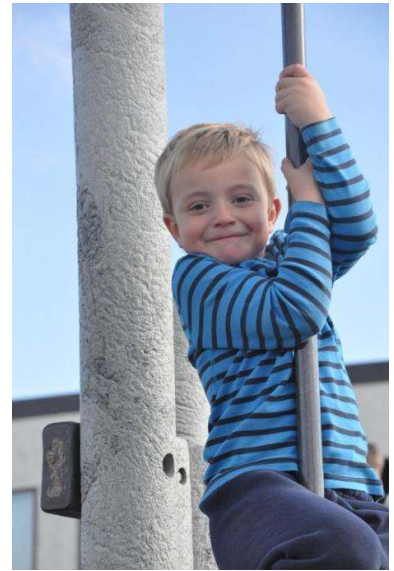
We take pride in the many aspects of our K – 12 program at Bawlf School. We have a very strong academic emphasis with our programming focused primarily on the core courses with opportunities to participate in a greater number of non-core subjects at the junior and senior high school level.

Grade 5 and 6 students are very excited to be able to develop their instrumental music skills in our Beginning Band program. Bawlf students in grades 4 - 6 acquire and maintain proficiency in a second language through French instruction. French is also offered at the junior high and high school level as an option. In addition, Literacy Enrichment is offered for students in all grades, to help support those who need support in reading and writing.

Our junior high students participate in a wide variety of course offerings. In addition to core subject instruction, the junior high timetable contains Physical Education, Health, and Band, Leadership, Art or Outdoor Ed as options. Students also travel to Camrose Composite High School one half day per week for Career and Technology Studies.

Although we are a small high school, Bawlf continues to offer a variety of programming choices including all diploma exam subjects. Our Art, Band, Foods, and Communications Technology programs are popular choices with students for non-core options and we also work with our neighboring school of Daysland to offer more choices for our students.

Bawlf High School has a strong off-campus program which is well respected throughout the surrounding communities. Our timetable design affords students the option of participating in core subject instruction during the morning and then travelling to Work Experience and RAP (Registered Apprenticeship Program) placements during the afternoon. Many students also participate in our Green Certificate program allowing them to earn course credit during out-of-school hours in agriculture related studies such as Cow-Calf Beef Production, Equine Technician and Field Crop Production.



## ABOUT BAWLF SCHOOL

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### HEALTHY SCHOOL COMMUNITY

Healthy children are better able to learn. At Bawlf School, we work purposefully towards establishing environments that support, ensure and integrate mental well-being, physical activity and healthy eating. We recognize it is important to encourage students to develop healthy habits now, so they can become healthy and successful adults. Eating well, being active and maintaining positive mental health can help keep kids healthy and prevent serious health conditions later in life.



### PHYSICAL ACTIVITY

Students from grade K to 9 participate in daily physical activity. Students that are more physically active are healthier, do better in school, feel happier, and have more self-confidence. It is our hope that every student will develop the knowledge and skills necessary for a positive attitude toward physical activity—an attitude that will last a lifetime!

### CONCESSION

Our concession offers healthy food options. As per current Alberta Health guidelines, our concession is looking to open following these guidelines. We also offer a healthy vending machine that is stocked with healthy snacks and is made available to students at lunch time and breaks.



## LEARNING AND TEACHING

Our fundamental purpose at Bawlf School is to promote student learning, growth and understanding in a safe and caring environment. We strive to support the academic, social, emotional and physical growth of all our students. It is our belief that when a student is in the greatest need, they are provided with the greatest support and treated with dignity and respect. It is through the development of caring relationships with students and staff, the character development that occurs through learning opportunities and our focus on achieving academic success that we see our students achieve success and grow into responsible members of society with a positive self-worth.



### WELCOMING AND CARING

For most adults, it's easy to think of schools as being welcoming and caring places. But for some, recollections of school days come with images of feeling left out, misunderstood or bullied.

In Bawlf School, we strive to ensure that all of our students feel welcome and cared for.

- Our "Pillars of Excellence" outline the ways in which we work toward ensuring a positive school experience for every child.
- We focus on character development throughout our day to day interactions as well as within specific programs such as Health and Wellness, Mental Health Capacity Building programs and Career and Life Management. Our students understand the importance of treating themselves and others with respect and dignity.
- We ensure that all students have at least one adult within our school family they know they can turn to for assistance. Meaningful relationships are fostered through our homeroom, our staff and our Family School Liason Worker (FSLW).
- We work hard to provide continuous opportunities for our students to become involved in the school culture and develop their own personal sense of belonging. Our Student Leadership Team works hard to provide mentorship and create activities that are inclusive to all students.
- We are a school that promotes and role models a healthy lifestyle. Students are provided with daily physical activity, healthy lunches and a daily concession with fun, healthy food choices.



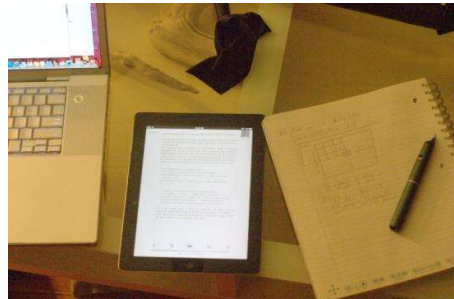
## LEARNING AND TEACHING

### 21<sup>st</sup> CENTURY LEARNING PRACTICES

21st century learning and teaching allows us to envision and prepare for a future in which the classroom – and maybe even school – walls have come down; teaching is student-centered, flexible and inclusive of all; and technology abounds.

It is our goal to provide opportunities for our students to learn in innovative classrooms designed for the 21st Century Learner.

- We promote collaborative, transformational learning experiences that challenge our students to engage in and develop their higher level thinking skills and motivate them to take ownership for their learning and success.
- We provide outcome-aligned and inquiry-based learning opportunities. All students are engaged in authentic learning tasks which are relevant, practical and align to the Digital Age.
- We role model effective use of technology both within the classroom and in our day-to-day lives. We are extremely proud of our student developed *Student Owned Device Policy* which was designed to reflect our movement into a digital age and the ever expanding innovations that technology can bring into our learning environments.



### ASSESSMENT

*Assessment* is the process of collecting and interpreting information that can be used to inform our students and parents about the progress being made towards attaining the academic program goals. Assessment is ongoing and focuses on both the process and product of learning. It may include things such as conversations, observations, various products turned in for evaluation, peer evaluations, and self-reflections of learning. Regular assessment of work, either formal or informal, allows the teacher to provide both students and parents with ongoing feedback about each student's learning.

*Evaluation* refers to a professional judgment on the overall achievement of the 'learner outcomes' within a course. It is made on the basis of the various assessment data collected and analyzed over a period of time. The learner outcomes are the key concepts that students are expected to know as they move through the curriculum in any course. Students will be evaluated based on these learner outcomes.

At the beginning of a course, all students will be provided with a course outline that clearly defines the evaluation standards for the course and provides them with a description of the learning outcomes being covered throughout the course.

### POWERSCHOOL PORTAL

Both students and parents have access to their own personal up-to-date assessment information on our Bawlf School Powerschool Portal. Using the link provided on our school website homepage, it is possible to access your child's academic progress in any course as well as their attendance history. This information is password protected and each student will be able to access using their school username and password. Parents will receive an individual username and password at the beginning of the school year.

## LEARNING AND TEACHING

### PARENT-TEACHER CONFERENCES AND STUDENT-LED CONFERENCES

We always welcome any opportunity to work collaboratively with parents to provide the best possible learning opportunities for our students. Parent-Teacher Conferences and Student-Led Conferences are a wonderful way to promote this collaboration and for our students to see and feel the communication and teamwork that exists between home and school. Bawlf School hosts Parent-Teacher Conferences in the fall for all grades and in the spring for grades 7-12 and Student-Led Conferences in the spring for grades K-6. We encourage our students to use these evenings to formally showcase their learning and achievements to their parents, while providing an opportunity for questions and inquiries between parents and teachers. **Please refer to our school calendar for specific dates.**



### APPEAL PROCEDURE

Any student has the right to appeal a teacher-assigned mark for a course. If a final mark is in question the following action should be taken:

- Discuss the concerns regarding the final mark assigned with the classroom teacher who provided the evaluation.
- If you are still dissatisfied, appeal, *in writing*, to the school principal. This appeal should be made within one week of receiving the final mark and must include your reasons for the appeal.

A reply will be made in early February for semester one appeals and at the beginning of September for semester two appeals. The Principal's ruling may be further appealed to the School Board if desired. For quartered classes, a reply will be made in the end of November, early February, and the end of April.

## INCLUSIVE EDUCATION

In supporting all students, Inclusive Education provides the opportunity for students to reach their potential within their best learning environment at that time. It focuses on building student strengths in a safe, respectful and supportive environment within school and home communities. In some cases, students may receive specialized one-on-one instruction; in others, in-class accommodations and modifications may be more suitable.

Our Inclusive Education Community at Bawlf School includes, but is not limited to:

- ALL school staff (classroom teachers, educational assistants, Learning Facilitator, administration and support staff)
- Parents
- Alberta Health Services—Pediatrics (Speech-Language Pathology, Physical Therapy, Occupational Therapy, Respiratory Therapy, Audiology)
- Family-School Liaison Worker (for students ECS to grade 12 and their parents; the program offers support services and acts as a resource to families whose child may be experiencing difficulties at home or at school)
- Other outside agencies

## LEARNING AND TEACHING

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### LITERACY

A solid foundation in literacy and numeracy gives students the widest range of choices in school and beyond. When students develop strong reading, writing and math skills early in life, they are less likely to get discouraged and drop out of school later. That's why Bawlf School is committed to helping students improve their fundamental skills.



### EARLY LITERACY PROGRAM

The Early Literacy Program is a targeted remediation program and is designed to assist primary grade students who require specific language arts interventions. Students receive extra attention and small group instruction to assist in improving their ability in reading and comprehension. Access to this program is through the classroom teacher in consultation with the administration.

## CELEBRATING EXCELLENCE

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### CELEBRATIONS OF EXCELLENCE

The Bawlf School community is extremely proud of the accomplishments of our students. Although our celebrations of learning are not limited to a one-time event, we annually take the opportunity to publicly recognize their success.

#### ELEMENTARY

At the end of the year, Bawlf School celebrates our students' hard work and accomplishments with a special assembly recognizing the achievements of all of our students in K-6.

#### SECONDARY (Junior/Senior High)

Our Achievement Night celebrates the key message of "*Excellence*" that our school consistently promotes. Students are recognized not only for their academic excellence, but also Fine Arts, Green Certificate and RAP programs, leadership and citizenship. We hold our celebration in the fall of the following year to ensure requirements for the previous graduating class have been completed.



#### BAWLF SCHOOL JUNIOR HIGH AND SENIOR HIGH AWARDS AND SCHOLARSHIPS:

Junior High Academic Awards – Honours Achievement Award – students who have received Honors Standing (80% or higher) in a minimum of three of their core courses.

Citizenship Awards – student or students who display the following characteristics: participate in school/community service, citizenship in school/community, positive attitude, and strength of character to do the right thing.

Gr. 7-11 Bawlf School Awards

Gr. 12 Village of Bawlf Scholarship

Leadership Award – Senior High Student Leadership Award - Awarded to the student who has continuously demonstrated outstanding leadership throughout High School, takes an active role in school activities, displays initiative and independence, consistently promotes Bawlf School's motto of "Achieving Excellence".

#### Volunteer Appreciation:

Concession Appreciation – in recognition of those students who make the commitment to volunteer to work on a weekly basis in the concession.

Staff Appreciation Award – in recognition of a student who is helpful around the school, is responsible, has a friendly demeanor, and a positive work ethic.

## CELEBRATING EXCELLENCE

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### Fine Arts & Off Campus Awards:

Junior High Drama Award, Junior High Art Award, Junior High Outdoor Education Award, Junior High Leadership Award, Intermediate Band Award, High School Band Award

Emerging Artist Award – Given to a student in Art 10, 20, or 30 who displays exceptional skills and talent in the area of design and creativity. This student exhibits an appreciation for art and is willing to express their skills in a variety of projects.

Gladstone Ladies' Club Green Certificate Scholarship – Awarded to the student who has demonstrated a high level of commitment to successful completion of the program.

### High School Academic Awards:

Honour Roll (based on Alexander Rutherford Scholarship calculation)

Top Overall in each grade

Top Student in each course in each grade.

Merit Awards: students who on a daily basis have a positive attitude, unrelenting work ethic, desire to achieve highest potential, commitment to improvement & growth

Gr. 7-11 Bawlf School Awards

Gr. 12 Bawlf Lions Scholarship

### Grade 12 Scholarships and Awards

DALE ZARSKI ENGLISH 30-1 SCHOLARSHIP - Awarded to the Top Student in English 30-1

CAM LYSTER SOCIAL 30 AWARD - Available to a Social Studies 30 student who is engaged in class discussion and current events, recognizes the value of the content and the importance of civic engagement. The recipient thinks critically and is open to other perspectives which allows these attributes to reflect in their daily lives.

ATA BRSD LOCAL #32 ACADEMIC SCHOLARSHIP - Awarded to the student that excelled academically with the highest weighted average during their Grade 12 year.

ROSALIND ELKS SCHOLARSHIP

CAMROSE COUNTY SCHOLARSHIP - To receive this scholarship, the student must be a resident of Camrose County; be a hard-working, dedicated student who shows initiative and has had a positive impact in their school and/or community; be enrolled in a minimum of 60% of a full course load in a Post-Secondary Program of at least one semester in length, or an Apprenticeship Program.

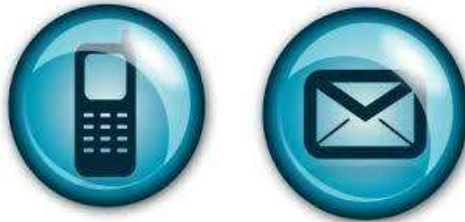
GARRETT LANGILLE MEMORIAL AWARD - Awarded to the student who is willing to put others first; is an advocate for others, not just themselves; and has a positive outlook on life.

TY NASLUND MEMORIAL SCHOLARSHIP - Awarded to this scholarship is available to any Bawlf School student who has applied to a post-secondary program and is entering a diploma or degree Agricultural program, an apprenticeship or trade program or school.

GOVERNOR GENERAL AWARD - Awarded to the student with the highest average in Grade 11 and Grade 12 courses as listed on the student's official transcript issued by Alberta Education

## GETTING IN-TOUCH WITH BAWLF SCHOOL

The staff at Bawlf School recognizes the importance of communication between the school and the home. For students in grades K – 4, the major means of communication is the daily agenda. Teachers and/or students record daily and long term assignments and tests here, as well as important notes for parents. Parents are encouraged to attach notes to teachers in the agenda. Grade 5, 6, Junior and Senior High students are encouraged to keep their own agenda. Grade 5 and up utilize email as the primary form of communication. Parents are encouraged to communicate with their child’s teacher early as this is the primary contact for school dealings.



### PHONE AND EMAIL

There are several avenues parents may use to reach staff at the school. All teachers have an email address and invite you to correspond with them via email. Email addresses are communicated to parents on the course outlines handed out at the beginning of the school year. Please do not use email to communicate ‘last-minute’ directions. The office staff is available to communicate these messages and can be reached at (780)373-3784.

### CONTACTING STUDENTS

In order to contact your child at school, please call the office and request that a message be relayed to the student. Except in emergency situations, students will be called to the office to receive the messages at recess, lunch break or the end of the day. If students need to be communicated around emergent situations, please let the office know and we will communicate immediately with the student.

### ‘THE BULLETIN’ NEWSLETTER

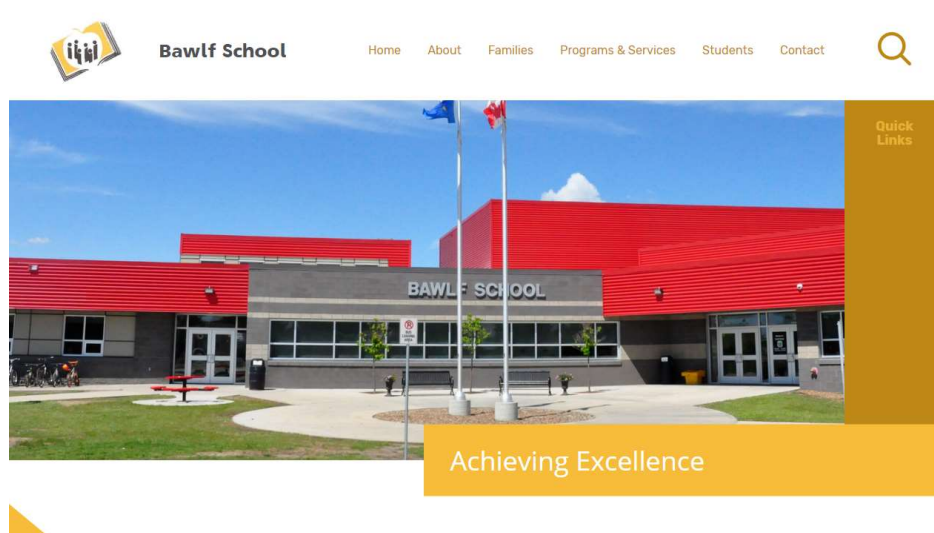
Lots of important information about what’s going on in Bawlf School is published in our newsletter, *The Bulletin*. *The Bulletin* is distributed directly to parents on a monthly basis via email and can also be found on our website [bawlf.brsd.ab.ca](http://bawlf.brsd.ab.ca). Please be sure we have your current email on file or contact us for alternate arrangements if you are without access so you don’t miss out on valuable communication regarding school happenings. Parents without access are asked to contact the office to make arrangements to receive a paper copy.



## GETTING IN-TOUCH WITH BAWLF SCHOOL

SCHOOL WEBSITE – [bawlf.brsd.ab.ca](http://bawlf.brsd.ab.ca)

The Bawlf School website is a fantastic resource for all aspects of our school’s life, including virtually all of the supporting documentation that underlies the publication of this handbook. The site also contains current information on bus route cancellations, upcoming events and hosts the access link to the Rycor online payment platform and the Powerschool Student Information System.



### SCHOOL MESSENGER

Our school utilizes the SchoolMessenger system to deliver text, email and phone messages, straight to your mobile phone, email, or home phone with important information about events, school closings, safety alerts and more. Parents and students can receive text messages or can use the School Messenger app. With the SchoolMessenger app, parents have 24/7/365 access to important school notifications such as bus cancellation, emergency alerts, etc. To sign up, please contact the office.

### WHO TO CONTACT IF THERE IS A PROBLEM

It can sometimes be unclear for parents who they should contact given a particular question or concern. Parents are encouraged to communicate with their child’s teacher early as this is the primary contact for school dealings. If you require further clarification, please feel free to contact School Administration. If a concern or issue is of great significance, or the likelihood of a misunderstanding is great, a conversation over the telephone or face-to-face with the person is always best. Please feel free to book an appointment to have a meeting with the contact. Teachers and Administration are always willing to address questions, concerns or issues and appreciate open channels of communication. We recognize ongoing dialogue between the school and home is always in the best interest of the students. All face-to-face meetings will need to be by appointment only as we are limiting the number of people in our “bubble” here at the school.



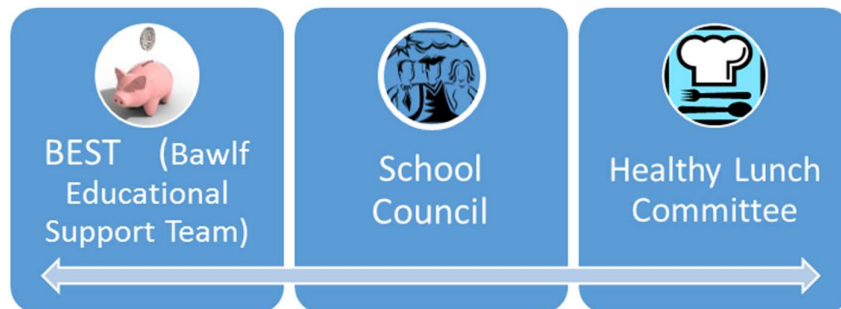


## BAWLF SCHOOL COUNCIL

### Welcome!

The Bawlf School Council would like to welcome you to Bawlf School and our portion of the handbook. Our council works throughout the year and is a means for parents and community members to work together with the school to support and enhance student learning. We are a collective association of parents, teachers, the administration and any staff and community members, and our purpose is to advise the principal and school board on matters relating to the school. We also play an active role in providing information to our parents and supporting our students and school. We believe that all members of the school community need to work together to provide the best possible environment for success for our students every day.

Our parent support team is split into three committees working together:



**BEST** is our fundraising group and our **Healthy Lunch Committee** works to provide hot healthy lunches in the school throughout the year. Both of these committees along with **School Council** provide additional opportunities for parent involvement in the school.

Our School Council believes strongly in the role of parents, teachers, and community working collaboratively in the school to support the success of our students.



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## ***Bawlf School Council Belief Statements***

- ❖ Bawlf School is a collaborative partnership of students, parents, teachers, and community members committed to promoting the success of every student and celebrating the individuality of every learner.
- ❖ Quality education requires active involvement of the school community through consultation, collaboration and open communication between all members of that community including the school, the home and the community at large.
- ❖ Bawlf School Council in their advisory capacity can serve as an on-going mechanism for effective two-way communication and consultation between the school and the school community.
- ❖ Every voice has value and should be given opportunity to be heard through supportive processes of engagement and problem-solving.
- ❖ Relationships between the school, the home and the community can be strengthened through the Bawlf school council.
- ❖ By committing ourselves to these core beliefs, we are creating a community of learners united in helping themselves, others, and their community.

The School Council executive meets once a month for two hours and we have general meetings for all parents to attend four times per year. We also provide parent information sessions on pertinent topics along with the general meetings.

We are always looking for passionate parents who want to be part of our council. For more information contact:

Christee Langkamp

Email: [bawlfschoolcouncil@gmail.com](mailto:bawlfschoolcouncil@gmail.com)

Ph.: 780-678-7165

## GETTING INVOLVED AS A STUDENT

### ATHLETICS

At Bawlf School we offer a wide range of extracurricular athletic activities students may have the opportunity to participate in. Grade 4-12 students are invited to participate in cross-country running. At the Grade 5/6 level, all students have equal opportunity to participate in both Minislammers (volleyball) and Minidunkers (basketball). At the Junior and Senior high level, our athletic teams have a strong history of being competitive and successful. We will be adhering to the Alberta Health guidelines and ASAA. Junior and Senior High students may have the opportunity to participate in golf, cross country running, volleyball, basketball, badminton and track and field.



Minor officials are also an integral and valued part of our athletics program. Students not on a team are encouraged to become involved by helping out as a score-keeper, line judge etc.

### CONCESSION

Students may be involved on a volunteer basis to work in the school concession, by making a commitment in September to be part of the concession's operation on a one day a week basis for the entire school year. High school students can earn course credits for their hours of service.

### STUDENT LEADERSHIP

Bawlf School is rich in its commitment to create ethical citizens in our entrepreneurial province. With that in mind, our High School Students' Union is an active participant in engaging our school community in a variety of activities and monthly events, and thus creating leaders from our students. Theme days, charitable events, Christmas Luncheon, Pep Rallies, Random Acts of Kindness and Show N Shine are just a few of the experiences that the student body will be able to be involved with.



### JUNIOR HIGH LEADERSHIP OPTION

Junior High students have an opportunity to join the leadership class as one of their option selections. During this class students volunteer in different parts of the school including tasks such as reading to elementary students, recycling, decorating bulletin boards, helping with PE classes, and much more.

## GETTING INVOLVED AS A STUDENT

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### YEARBOOK

Students have the opportunity to learn a variety of photography and desktop publishing skills as they work collaboratively to create the Bawlf School Yearbook. This extra-curricular activity also offers high school students the possibility of earning credits for the valuable contribution they make to our school.

### AQUATIC PURSUITS

Students in grades 1 - 6 have opportunities to swim approximately three times throughout the school year. The location may also change, depending on the availability of the pool.



### RANCH CAMP


Each year Bawlf School grade 5 and 6 students travel to Circle Square Ranch near Halkirk, right on the edge of a beautiful, prairie coulee in central Alberta. With 320 acres of land, they are able to offer a number of exciting activities to our students. Some of the activities offered are: horseback riding, swimming, archery, canoeing, mountain biking, and frisbee golf. This three-day, two-night outdoor education field trip is planned for the Wednesday, Thursday, and Friday following the long weekend in May. Typically the trip is partially funded by contributions from the school, student fundraising, and parental support.



## SCHOOL POLICIES AND PRACTICES

### CODE OF CONDUCT: BAWLF SCHOOL'S BEHAVIOUR MATRIX

At Bawlf School, we strive to develop students who are compassionate, creative, honest, inquisitive, passionate and reflective. Maintaining the dignity of each student in all situations is essential when managing behavior, providing meaningful learning opportunities and developing character. We ask our students to abide by the following, all-encompassing Behaviour Matrix:

	Classroom/ Bandroom	Hallways and Common Areas	Gym	Washrooms	Entrances	Bus	Recess	Library
<b>RESPECT</b>  <i>Create and Build Authentic, Caring, and Supportive Relationships</i>	Let the teacher teach. Be courteous. Raise your hand and be acknowledged before speaking. Treat and use technology appropriately. Let your classmates learn. Celebrate others' abilities. Pay attention.	Walk quietly. Be quiet. Keep your hands to yourself. Carry belongings safely. Hold doors for others.	Treat and use equipment properly. Follow directions. Follow game rules. Put equipment away properly.	Use inside voice. Respect personal space. Don't splash water	Use inside voice. Respect others' belongings . Clean or remove dirty footwear.	Listen to the bus driver. Be quiet. Use kind words. Keep the bus clean.	Use kind words. Take turns. Share equipment. Following directions from supervisors. Put equipment away. Put garbage in waste/recycle containers.	Listen to the librarian. Be quiet. Care for your books.
<b>EFFORT</b>  <i>Demonstrate a Strong Desire to Excel</i>	Work the entire time. Complete all work on time. Come prepared for class. Keep organized and neat. Do your best. Hand in completed work.	Walk.  Keep hallways tidy.  Stay in your line. Keep your hands to yourself.	Participate consistently. Try your best. Set personal goals.	Wash your hands.  Conserve water and paper towels.  Use the garbage can.	Place footwear on racks.  Wipe your feet.  Keep boot room neat and organized.	Follow the safety rules.  Keep your belongings out of the aisle. Be on time.  Wear appropriate clothing.	Agree on, and play by the rules. Enter and exit school quickly when bell rings. Stay in the designated areas. Wear appropriate clothing.	Return books on time and in good shape.  Pick a book quickly.  Put books back.
<b>ATTITUDE</b>  <i>Display a Positive Outlook that Contributes to Healthy, Safe, and Caring Environments</i>	Contribute to class. Be responsible for your own learning. Treat others fairly. Accept others. Wear appropriate clothing. Stay positive. Do your best work. Learn from your mistakes.	Be considerate of the classroom learning.  Be considerate of others. Smile.	Play fairly.  Be a good sport.  Cooperate with others.	Return promptly to class.	Keep hands and feet to yourself.  Use good manners.	Care for the bus.  Consider the important role of the bus driver. Say thank-you.	Put garbage in the garbage can.  Use your hands and feet respectfully.	Listen respectfully to stories.
<b>LEADERSHIP</b>  <i>Shared Obligation to Ensure and Promote Positive Actions in the School and Community</i>	Lead by example. Be a positive role model. Encourage others. Make good decisions. Help others when possible.	Model proper behaviour for others. Show new students around.	Include and encourage Others.  Display a positive attitude.	Consider the privacy of others.	Model positive behaviour. Hold doors for others. Greet guests and provide directions.	Encourage others to follow safety rules. Make good choices. Model safety rules.	Model safe behaviour. Include everyone who wants to play. Use outdoor equipment outside.	Model proper behaviour.

## SCHOOL POLICIES AND PRACTICES

By committing to growth in the characteristics and behaviors listed above, our students prepare themselves to be the active, thoughtful and caring leaders of tomorrow and a climate of mutual respect emerges throughout our school.

**Expectations are Just** – “The teachers trust us...”

**Responsibility is Given** – “We are treated like equals...”

**Problem Solving is Fostered** – “We are listened to...”

Unreasonable expectations create points of contention between children and adults. Some rules are necessary. Others sterilize the learning environment and eliminate valuable problem solving experiences. We seize opportunities to increase the richness of experience both in and outside of the school and view each experience as an opportunity for some kind of authentic problem solving and learning opportunity to occur.

### STUDENT LATES AND ABSENCES

Our attendance philosophy at Bawlf School is built on the belief that when students miss school they miss out. Regular attendance with minimal absences is a proven component of student success. There are many learning opportunities that occur every day within the classroom, which cannot be replicated with worksheets and homework when students are away. We recognize that some circumstances may prevent students from having perfect attendance and monitor this, not only because it is a legal requirement but because we want our students to have the best possible learning opportunities and chances for success at school.



Please call the school office at (780)373-3784 or email both of our Administrative Assistants ([cloesch@brsd.ab.ca](mailto:cloesch@brsd.ab.ca), [bszott@brsd.ab.ca](mailto:bszott@brsd.ab.ca)) to let us know if your child is going to be late or absent from school, ideally prior to the start of class. If not reported, the office staff will follow up with phone calls to the parent(s) to determine the whereabouts of your child.

#### Planned absences during the school day

When a student is planning on leaving the building in the middle of the school day they must sign out at the office in addition to letting their homeroom teacher know.

- Junior and senior high students can come to the office to sign out before they leave the building.
- Parents of elementary students are required to come to contact the office and inform one of our Administrative Assistants of your child's absence.

This will help to ensure that all students are safe and accounted for throughout our building.

Students who are absent from a class are expected to work with their classroom teacher to ensure that all missed assignments, quizzes, tests, etc. are completed within a reasonable, agreed upon time frame. In the case of an extended absence due to a family activity, we ask parents to contact the school well in advance of the absence to coordinate a plan for the classes and materials that will be missed.

If we find that attendance is becoming a concern as we track attendance throughout the school year, further measures will be taken to offer assistance and support to ensure that your child is being provided with the best opportunities for success at school. Administration with the support of our BRSD Attendance Officer, will work with parents to offer additional support if needed.

## SCHOOL POLICIES AND PRACTICES

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### Non-class periods

As students enter into grades 11 and 12 they may begin to experience 'non-class periods' in their timetables. These are blocks of time that are set aside for students to pursue work experience or RAP programming opportunities outside of the school building or times where students have a non-instructional period due to programming choices.

- Students with non-instructional blocks are encouraged to use their time for study purposes and will be assigned to their cohort room for this work.
- Students leaving the building to fulfill alternative course obligations may do so in conjunction with their prepared timetable.
- Provided they are meeting their coursework responsibilities, Grade 12 students have the privilege of being outside the building during non-instructional time (i.e. arrive later in the morning if their first class does not begin at 9 a.m. or leave early if their course load concludes before the usual dismissal time). Students are reminded that this is a privilege and, consequently, may need to be revoked if abused.

### ACADEMIC INTEGRITY

Academic honesty is a core value in our school. It is unacceptable for a student to commit plagiarism and/or cheating on any student work submitted for assessment. Academic dishonesty deprives everyone of quality evidence of student achievement and will be dealt with on a case-by-case basis.



### APPROPRIATE DRESS

Although students are not required to wear a specific school uniform, they are required to adhere to certain basic guidelines according to dress.

Our guiding principles at Bawlf School are:

- Appropriateness and moderation.
- Concern for health and safety.

Students who are identified in violation of modesty and appropriateness will be provided an opportunity to change or be provided with appropriate alternative clothing.

## SCHOOL POLICIES AND PRACTICES

### SMOKING, ALCOHOL AND DRUGS

As per BRSD's Administrative Procedure 165, "Division facilities and grounds are officially declared as zones free from the use, possession or offer for sale of tobacco, alcohol or drugs. Employees and students are also prohibited from attending work and/or school impaired from the use of alcohol or drugs." Reporting to class or to a school activity under the influence of or in possession of alcohol or drugs is a very serious offence. The consequence will not be worth the risk, as these are considered serious violations of the behaviour code.

Under BRSD's Administrative Procedure 355, the Division has a responsibility to ensure that each student and each staff member is provided with a welcoming, caring, respectful and safe learning environment. As such, the Division authorizes principals to conduct student searches where it is necessary and reasonable to do so in order for the principal to fulfill their obligations to maintain order and discipline in the school and on school grounds and during school activities. The Supreme Court of Canada has confirmed that a school authority may conduct a search of a student, without warrant, where there are reasonable grounds to believe that a school rule has been violated and evidence of the breach will be found on the student.

- The Principal is responsible for maintaining an environment that is safe and conducive for learning.
- The Principal and staff adopt a zero tolerance toward illicit drugs in the school. This includes vaping and vaping supplies.
- The Principal stands in place of a parent, and therefore can access the entire school facility.

That any evidence gathered as a result of a search could be used either by the school administration for discipline, or by the police for criminal charges.



### LUNCHTIME ACTIVITIES

The lunchtime provides opportunities for students and teachers to eat lunch as well as have meetings or participate in other planned activities. Food and drink will be consumed in classrooms during this period of time. Please keep the lunch areas clean and pick up garbage.

High school students have the **PRIVILEGE** of leaving the grounds during lunchtime to go to the café, store, post office and bank. Habitual lates may result in the loss of this privilege

Junior high and elementary students are **not permitted** to leave the school grounds during lunchtime unless they live in town. Special permission may be granted on a day by day basis with a note of parental approval. Leaving campus can be revoked at any time if unacceptable behaviour occurs.

Students may not;

- Congregate at a student's home in or out of the Village at any time during the school day, regardless of the circumstances.

## SCHOOL POLICIES AND PRACTICES

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- Operate or ride as a passenger in a vehicle during lunch for any purpose other than to leave school for work experience, RAP or an appointment with parental permission. **Students who drive themselves to school are expected to leave their vehicle parked in the designated parking area until their school day is complete. Students are not permitted to sit in their vehicles during the school day, during breaks, or the lunch hour.**



### DRIVING AND PARKING

Many of our students choose to drive to school when they are able to do so. To assist us in making sure that the safety of all Bawlf students is being considered and monitored, the following guidelines must be strictly adhered to by all young drivers:

- Students must park in the designated parking area.
- Speed limits and road signs must be obeyed at all times.
- Stunting of any kind will not be tolerated.
- Once a student driver arrives at school, their vehicle must remain parked until they leave for the day. Drivers are not permitted to drive their vehicle during the lunch hour.
- Student drivers are not permitted to drive other students to and from school unless the proper paperwork and permission has been granted by administration.



## SCHOOL POLICIES AND PRACTICES

### SCHOOL HEALTH AND SAFETY PROCEDURES

The Bawlf School Crisis Plan contains comprehensive procedures to maximize the safety and security of all students and staff in cases of emergency. Our practices include the following:

#### NUT-FREE ENVIRONMENT

An anaphylactic reaction is an allergic reaction so severe that it is life threatening. While we cannot guarantee an allergen-free school environment, we recognize the dangers faced by students and staff with severe or anaphylactic reactions (allergies) to foods, and make every attempt possible to provide a safe environment for all. Parents and students are asked to double-check all food products brought into the building to ensure they do not contain nut or nut bi-products.



#### STUDENT MEDICATION

Parents are responsible for notifying the school of their child's health needs and are asked to provide timely and accurate information about health concerns that could affect their child or students and staff at the school. Students may have medications administered while attending the school if appropriate forms are completed by the child's physician (forms available at the school office).



#### VISITING OUR SCHOOL

For the safety of our students and staff, we request that all parents and visitors to the school, during the operational day, report to the office upon arrival. Parents or others who are dropping off items for students will generally be asked to leave the item at the office and the student will be called down at break time to retrieve it.

Visitors who are staying for a longer period of time will be asked to sign-in at the office. These visitors will be given a Visitor Tag to wear while in the building which will act as a visual confirmation to staff and students that they have been welcomed. At this time, Government of Alberta restrictions do not allow visitors into the buildings.

#### DOOR OPENING TIMES

To accommodate the small number of early arrival students to the school each morning and ensure that formal supervision is in place for all students, the school doors are open at 8:25 a.m. Buses begin their arrival at approximately 8:25 a.m. and the first bell rings at 8:42 a.m. Under special circumstances or emergencies, please contact your child's homeroom teacher to make arrangements for early drop off so we can ensure proper supervision is in place.

#### EVACUATION DRILLS

Bawlf School participates in a minimum of six evacuation drills each year so that all students and staff practice safe evacuation from the school. In addition, two lockdown drills and one off-site evacuation drill is conducted annually. Staff are well prepared to assist students in these drills and the school enlists the assistance of the Bawlf Fire Department and the RCMP in ensuring that our procedures are responsive.



## SCHOOL POLICIES AND PRACTICES

### EMERGENCY EVACUATION

In the case of an emergency, parents will be notified via phone. **DO NOT** phone the school or evacuation sites. Lines need to be kept clear for Emergency Services communications and for contacting parents. It is imperative that we have accurate contact information on file for your family. **PLEASE ENSURE THAT ALL CONTACT INFORMATION IS PROVIDED TO THE OFFICE AND IS CURRENT.** If you've had recent changes, please relay these to the office. We also encourage parents to ensure their children have up-to-date parental contact information recorded in their agendas, cell phones, etc.

In the case of a need to send students home early in the school day, the following protocol will be followed:



- Junior and Senior High students who have cell phone access will be asked to contact their parents regarding the early departure. Families of those students who do not have cell phones will be contacted by a school staff member. Students in junior and senior high who have family members in younger grades will be asked to take responsibility for their siblings.
- Parents of children in elementary school who have no older siblings will be contacted directly by school staff to ensure appropriate arrangements are in place.

Students will not be dismissed without confirmation that it is safe for students to go home.

### INCLEMENT WEATHER

Reference: BRSD Admin Procedure #131 Cancellation of School Bus Route(s) due to Weather/Road Conditions

It is recognized that parents have the first decision as to whether or not to send their child to school on days when weather conditions are a factor. On occasion, it may be unwise to operate school bus routes due to the risks involved in transporting students as a result of weather/road conditions.

- Temperature
  - i) Bus routes will be cancelled when the air temperature reaches -40 degrees Celsius;
  - ii) Bus routes will be cancelled when the air temperature combined with wind chill reaches -40 degrees Celsius.
- Fog

When considering whether or not a bus route should be cancelled due to fog, the driver shall make an effort to contact some parents at various locations on their route to determine the severity of the fog and whether it is widespread or localized. Drivers have the option to advise parents that they will try to run at a later time (e.g. 10:00 a.m.) since fog generally lifts as the sun rises. Once a morning route has been cancelled due to fog, and if conditions are not foggy for the afternoon route, drivers should make the afternoon run to deliver students home.
- Other Weather Issues

When a morning bus route has been cancelled due to any other weather related issue such as a winter storm or poor road conditions, drivers are not expected or required to run their afternoon route. Parents who have delivered their students to school are expected to pick them up at dismissal.



When a decision has been made between bus drivers and the school principal to cancel all routes serving a particular school, the automatic phone fan out will be activated. Parents and students can also see route cancellations on the school website – [bawlf.brsd.ab.ca](http://bawlf.brsd.ab.ca).

## SCHOOL POLICIES AND PRACTICES

### STUDENT OWNED DEVICE PROTOCOL (May 2013)

At Bawlf School, we believe technology is a powerful tool which can be used to create authentic and engaging educational experiences for students. Our goal is to utilize technology to:

- Enhance the skills students need to live successfully in the 21<sup>st</sup> century
- Optimize the advantage of personal ownership of devices to learn, communicate and collaborate in school
- Increase student responsibility and appropriate use of technology.

As learners in the 21<sup>st</sup> Century, Bawlf School students are taught the skills and attitudes necessary to use technology effectively, creatively and wisely. We believe our students and staff possess and demonstrate the character disposition essential for the digital age; knowing not only how to use technology but when and why to use it with a sense of safety, community, fairness and responsibility.

As a result of collaborative conversations between students, staff and parents regarding proper and ethical use of technology in schools, the following Student Owned Device (SOD) Acceptable Use Agreement has been established for Bawlf School:

#### BAWLF SCHOOL SOD ACCEPTABLE USE AGREEMENT

- The ultimate responsibility for appropriate use of technology rests in the hands of the user.
- Staff and students will model digital citizenship and comply with all aspects of the BRSD Acceptable Use Agreement. This document is signed annually by all individuals in the Battle River School Division and covers the expectations for appropriate use of technology in schools.
- The primary use of Student Owned Device (SOD) technology in Bawlf School is for academic purposes. Teachers determine when and how technology is used in classrooms. Digital citizenship expectations and general classroom-specific technology guidelines will be communicated to students at the beginning of each course.
- Expectations for cell phone use during class time will be consistent throughout Bawlf School.
  - Device must be in silent and airplane mode
  - If you don't intend to use it – turn it off
  - Internet access must run through the RiverNET
- Teachers will enforce their class room policies regarding cell phones during assessment periods.
- Student Owned Device usage outside of classtime can occur under the following protocol:
  - Before 1<sup>st</sup> bell, lunch time and after school
  - Students requiring access outside of these times should seek permission from a teacher
- Students who need to contact a parent or guardian for emergency purposes should do so using the office land-line so staff are aware of the circumstances and are able to provide assistance.



#### CONSEQUENCES

Use of a Student Owned Device in Bawlf School is a privilege. Students who fail to abide by the terms of this agreement will have the privilege revoked. Issues will be handled on a case by case basis depending upon the severity of the infraction. Parent involvement will be sought to deal with habitual re-offenders. Serious violations (e.g. cyber-bullying) will be subject to administrative disciplinary action.

## SCHOOL POLICIES AND PRACTICES

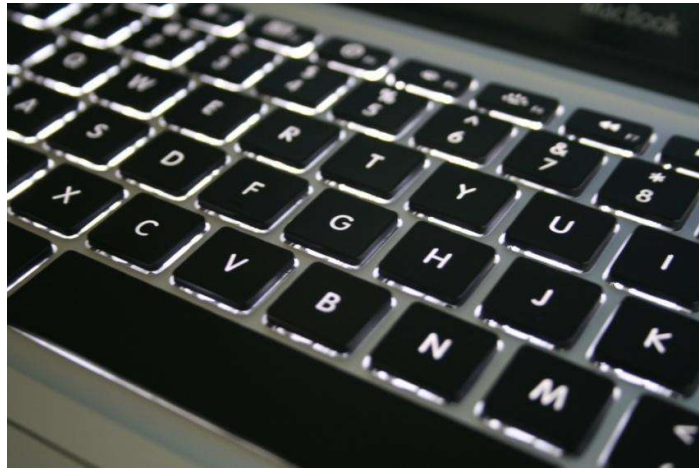
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### SECURITY

Theft of personal items in society is always an issue and it may be for these devices. However, Bawlf School takes pride in the fact that student lockers are never locked as we trust that our students are honest. Even in this light, the school cannot be responsible for lost or stolen devices. The school will continue to remind students not to leave their devices unattended.

### IMPLEMENTATION LEVELS

- High School and Junior High– Full access (laptop, tablet, cell phone, ipad, ipod)
- Elementary – School-owned computers are currently meeting the technology requirements for all elementary classes. Due to the challenges in maintaining security, parents of elementary aged students are encouraged not to send student-owned devices to school. Students who use a personal entertainment device while riding on the bus are welcome to do so but need to store these items in their locker during the school day.



## SCHOOL POLICIES AND PRACTICES

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### MISSING EVIDENCE (ZERO) POLICY GUIDELINES (May 2013)

The following guidelines provide teachers, students, and parents with information about student assessment specific to Bawlf School and in accordance with [BRSD Administrative Procedure 360](#)). This information is supplemental and specific to Bawlf School.

#### COLLECTION OF EVIDENCE

At Bawlf School we do not take lightly the assigning of a zero for any student work. Students will be given ample opportunities to demonstrate their learning within the following parameters:

- Once students have adhered to the conditions set out by their teacher (e.g. completing corrections, reflection sheets, conversation with teacher, tutoring, etc.), students may be able to re-do summative assessments (excluding a final exam) at the teacher's discretion. Teachers will determine deadlines for re-doing these assessments.
- After all scaffolding supports have been exhausted: students attending work sessions (at lunch time, during complementary courses, or after school), parents being contacted, and students being made aware of the full consequences of missing assessments, a mark of zero may be assigned at the teacher's discretion.
- Criteria for deadlines and late acceptance of assignments will fall under a teacher's professional judgment and will be clearly communicated to students.
- Decisions regarding academic dishonesty will be dealt with on a case by case basis, between students, teachers, parents and administration. In all cases (except for diploma exams or PATs), a reasonable attempt will be made to provide the student with an opportunity to correct their error in judgment.



## SCHOOL POLICIES AND PRACTICES

### TRANSPORTATION OF STUDENTS

Battle River School Division has several Administrative Procedures outlining safe practices for the transportation of students. The following excerpt from BRSD's Q & A summarizes the inquiries we frequently receive regarding these Procedures. Information for BRSD transportation can be found here [BRSD transportation](#):

**Can a teacher/coach or parent volunteer transport students in their private mini-van or passenger vehicle to events such as sport games, etc.?**

Yes, however, prior to transporting students, this person must contact their insurer to identify the additional risk and to determine if their insurer requires anything by way of additional coverage. Also, this individual must be registered to transport students via Administrative Procedure 559 – Transportation of Students in Private Vehicles (please contact Bev Szott, Administrative Assistant, for further information regarding this registration process).

**A student is involved in a work experience assignment – can he/she drive him/herself in a privately owned vehicle?**

The responsibility to transport to work experience programs is that of the student/parent. This is a condition of enrolment in the program at the time the student applies to participate. If they (the student and parents) do not agree to take on the responsibility for transportation, the student is not admitted to the program.

**A team of students travel by school bus to another school for an after school sports activity. A parent comes to watch the game and provides a note to the coach that they will take their own child home.**

If the parent is not approved as an authorized driver under Admin Procedure 559 – Transportation of Students in Private Vehicles – the parent can only take their own child away from the event. If the parent is approved under Admin Procedure 559, they may transport students who are not their own children, but only if written approval of the other child's parent/guardian has been given to the supervising staff/coach prior to the commencement of the trip.



Only the “parent/guardian” can take their child away from an event, not a “grandparent” or “sibling” unless prior written approval from the “parent/guardian” has been given to the supervising staff/coach. Staff/coaches have no discretion to deviate from this procedure.

**A student arrives at the school on the bus, can they leave with another student in their private vehicle?** Only if it is at the end of the school day for both students.

## SCHOOL POLICIES AND PRACTICES

**Transportation has been offered to get a student to a school related activity, but the parent and student decide that they will not make use of the transportation provided and will get the student to the activity in a private vehicle.**

When the school provides transportation to an off-site activity, and a student wishes to transport themselves to the event, the student and his parent must sign a form (available from the student's teacher/coach) stating:

- a) That the student was offered school bus transportation and that he/she declined it;
- b) That the parent/legal guardian accepts responsibility for the student's transportation;
- c) That the parent/legal guardian does not or will not hold the school board liable for any accident or injury that may occur during the transportation to/from the off-site activity;
- d) That the student will not transport any other student;
- e) That the parent/legal guardian accepts that the school board's Student Accident Insurance does not apply during the transportation portions of the trip, and the student is only covered from when he/she arrives at the school sponsored off-site activity until he/she leaves the off-site activity.

One Exception:

If two siblings are involved in the same activity and the parent wants the older sibling to transport the younger child, that parent must sign a form declining bus service for each child they are declining transportation for, and confirming that the one sibling will transport the other one.

**Can parents/students sign one form declining service for the whole year? Or is it event-specific? i.e., a student will drive himself/herself to basketball practices/games for the entire season of basketball... then he/she may also play volleyball, etc.**

A blanket permission could be used for those parents requesting it, however, the teacher/coach in charge needs to have some kind of attendance in/out chart where he/she is aware of which parents have a blanket permission form signed. The insurer has suggested that the parent initial the blanket form each time they are taking their child home, or that the student initial each time they are transporting themselves. This doesn't eliminate the paperwork completely, but it does allow for the school to continue doing their due diligence with respect to the responsibility and safety of the students.

**Sometimes when coming back from an extra or co-curricular activity, the bus goes right by a student's home. Can a student be dropped off on route rather than having to travel back to the school?**

No. The travel to and from the destination is considered to be part of the extra or co-curricular event. Students cannot disembark from the bus at an alternate drop off location, (such as a highway stop along the route).



## SCHOOL POLICIES AND PRACTICES

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### GRADUATION REQUIREMENTS

#### **Bawlf School Class Farewell**

Class Farewell is an important milestone in a student's life. The Bawlf School class farewell committee hopes to make this a special time for all of the graduands and their guests. It is important that as a graduand, you keep informed and keep your parents informed as the year progresses. Please use this policy as a guideline and pay attention to announcements, the website and the farewell newsletters for updated information. Our goal at Bawlf School is to see every student receive a High School Diploma, Certificate of High School Achievement or Certificate of Completion. We believe that the following expectations will encourage and structure accountability and ultimately create success for our students.

#### **Farewell Participation Requirements**

Students will be eligible to participate in the farewell exercises provided:

- their attendance is satisfactory for the programs that they are enrolled in.
- they have met their graduation requirements within the school year.

***During the Class Farewell Ceremony, students are presented their certificates in alphabetical order, and no distinction is made between the various programs offered at Bawlf School.***

Students' names can be removed from the class farewell list as a result of:

- Failing to attend classes.
- Inappropriate behavior.

Students who do not intend to attend the ceremonies should inform school administration as soon as possible.

Students who hold positions on the Class Farewell Committee/Exercise program will be removed from their position if they engage in activities that are in violation of school policies.

#### **Class Farewell and the School**

The class farewell ceremony is a school-sponsored event meaning that students are responsible to the school for their decorum. Behavior that distracts from the dignity of the celebration may result in the graduand losing the privilege of continuing with the day's activities.

**Please Note:** The Safe Grad or class barbeques are NOT school-sanctioned events. These events are left up to the graduands and parents to organize on their own without school involvement.

#### **Procedures**

Students and parents will be made aware of the farewell policy prior to the start of their grade 12 year.

- The school counselor or principal will notify students and parents of Class Farewell concerns at the end of each term.



## SCHOOL POLICIES AND PRACTICES

The following are the requirements to receive a High School Diploma in Alberta:

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>❶</sup> (Science 20, Science 24, Biology 20, Chemistry 20 or Physics 20)
PHYSICAL EDUCATION 10 (3 CREDITS) <sup>❷</sup>
CAREER AND LIFE MANAGEMENT (3 CREDITS) <sup>❸</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 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 courses in CTS, fine arts, second languages or Knowledge and Employability occupational courses <sup>❹</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>❺</sup>
<p>These courses may include</p> <ul style="list-style-type: none"> <li>• 30-level locally developed courses</li> <li>• Advanced level (3000 series) in Career and Technology Studies courses</li> <li>• 30-level Work Experience courses <sup>❻</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>

❶ The science requirement—Science 20 or 24, Biology 20, Chemistry 20 or Physics 20—may also be met with the 10-credit combination of Science 14 and Science 10.

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

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

❹ Integrated Occupational Program (IOP) occupational courses may be used in place of Knowledge and Employability occupational courses to fulfill this requirement.

❺ 30-level English language arts or 30-level social studies courses from a different course sequence may not be used to meet the 30-level course requirement.

❻ Students may earn a maximum of 30 credits in Work Experience, but only 15 credits may be used to meet the 100-credit requirement for the Alberta High School Diploma.

#### Further Notes:

- Courses that are identified using a post-secondary institution (PSI) course code may be used to meet the diploma requirements of “10 credits in any combination from Career and Technology Studies (CTS) courses” and “10 credits in any 30-level course—Advanced level (3000 series) in Career and Technology Studies courses.”
- For 30-level courses that have a diploma examination, the final course mark consists of a blend of the school-awarded mark (70%) and the diploma examination mark (30%).
- For more information, students in Francophone programs should consult the Alberta High School Diploma Requirements (Francophone).
- Mature students should consult the [Mature Students](#) section for applicable requirements.

## SCHOOL POLICIES AND PRACTICES

The following are the requirements to receive a Certificate of High School Achievement in Alberta:

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>
<p style="text-align: center;">5 CREDITS IN</p> <ul style="list-style-type: none"> <li>30-level Knowledge and Employability occupational course, or</li> <li>Advanced level (3000 series) in Career and Technology Studies courses,<sup>❹</sup> or</li> <li>30-level locally developed course with an occupational focus</li> </ul> <p>AND</p> <p style="text-align: center;">5 CREDITS IN</p> <ul style="list-style-type: none"> <li>30-level Knowledge and Employability Workplace Practicum course, or</li> <li>30-level Work Experience course,<sup>❺</sup> or</li> <li>30-level Green Certificate course,<sup>❻</sup> or</li> <li>Special Projects 30</li> </ul>
OR
<p style="text-align: center;">5 CREDITS IN</p> <ul style="list-style-type: none"> <li>30-level Registered Apprenticeship Program (RAP) course<sup>❼</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 or be identified as a Knowledge and Employability student (710 code) within the 12 months previous to the awarding of the Certificate.
- ❷ See information on [exemption from the physical education requirement](#).
- ❸ See information on [exemption from the CALM requirement](#).
- ❹ Courses that are identified using a post-secondary institution (PSI) course code may be used to meet the certificate requirement of "5 credits in Advanced level (3000 series) in Career and Technology Studies courses."
- ❺ Refer to the [Off-campus Education Handbook](#) for additional information.
- ❻ Refer to the Alberta Education website for additional [Green Certificate](#) information.
- ❼ Refer to the [Off-campus Education Handbook](#) for additional information.