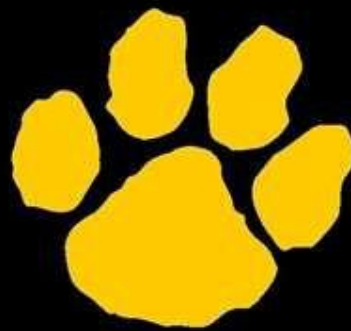


# BAWL SCHOOL

## Parent Student Handbook



Achieving Excellence

Revised August 2025

## ABOUT BAWLF SCHOOL

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Welcome to a brand-new school year at Bawlf School.

We are wholeheartedly committed to "Achieving Excellence" in all aspects of education and beyond. Our school motto is more than just a phrase; it's a commitment, a promise to our students, their families, and our entire community.

The dedication of our remarkable staff to our students and all stakeholders is the cornerstone of our success. We are a family here at Bawlf School, united by a common goal: to provide the best possible educational experience for our students. Our educators go above and beyond to ensure that each child reaches their full potential, fostering an environment where learning is exciting, engaging, and meaningful.

We firmly believe that the key to a student's success lies in the partnership between school and home. It is in this collaboration that we truly thrive. Parents and guardians, your involvement is invaluable; you play an essential role in shaping the future of our students. Open lines of communication between school and home are vital, ensuring that we work together seamlessly to support our students on their journey to excellence.

Speaking of excellence, our school prides itself on achieving it in both academics and athletics. Our students consistently demonstrate high levels of academic achievement, thanks to the hard work of our educators and the determination of our learners. Additionally, our commitment to fostering a culture of excellence extends to our athletic programs, where our student-athletes shine as disciplined, dedicated, and respectful competitors.

As we embark on this new school year, I extend my deepest appreciation to our dedicated staff, students, parents, and the entire Bawlf School community. Together, we will continue to create an environment where every student is inspired to achieve their best.

We eagerly anticipate the opportunities, challenges, and achievements that await us in the coming year. If you have any questions, ideas, or simply want to connect, please do not hesitate to reach out. Let's make this year one filled with academic growth, athletic success, and the unwavering pursuit of excellence.

Ms. April L'Heureux  
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

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### Bell Schedule 2025-2026

Period	Elementary		Period	JH/HS
1	8:45-9:26		1	8:45-9:24
2	9:26-10:07		2	9:24-10:03
10:07-10:21 (14 min) Recess			10:03-10:07 (4 min) Break	
3	10:25-11:06		3	10:07-10:46
4	11:06-11:47		4	10:46-11:25
Lunch: 11:47-12:02			Wildcat block	11:25-12:04
Lunch recess: 12:02-12:18			Lunch 12:04-12:44	
5	12:22-1:03		6	12:44-1:23
6	1:03-1:44		7	1:23-2:02
1:44-1:58 (14 min) Recess			2:02-2:06 (4 min) Break	
7	2:02-2:43		8	2:06-2:45
8	2:43-3:24		9	2:45-3:24



## 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 school level as an option.

Our junior high students participate in a wide variety of course offerings. In addition to core subject instruction, the junior high timetable offers a wide variety of course 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, Sports Performance, Foods, Community Volunteerism, Textiles, and Film Studies programs are popular choices with students for non-core options.



### CONCESSION

Our concession offers healthy food options as well as tasty snacks. We also offer a vending machine that is stocked with snacks and is made available to students at lunch time and breaks.



## LEARNING AND TEACHING

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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.

- 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 Student Wellness Facilitator (SWF).
- 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.

## 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 maintain a cell phone policy to promote student academics and mental health.

## LEARNING AND TEACHING

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### 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.

### 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.**



## LEARNING AND TEACHING

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### 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.

### 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.

Monthly, elementary students participate in the essential characteristic assembly. One student per homeroom is recognized for excellent demonstration of the monthly essential characteristic.

#### 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.

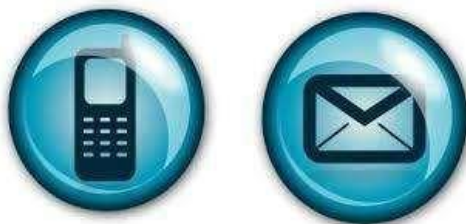




## GETTING IN-TOUCH WITH BAWLF SCHOOL

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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.

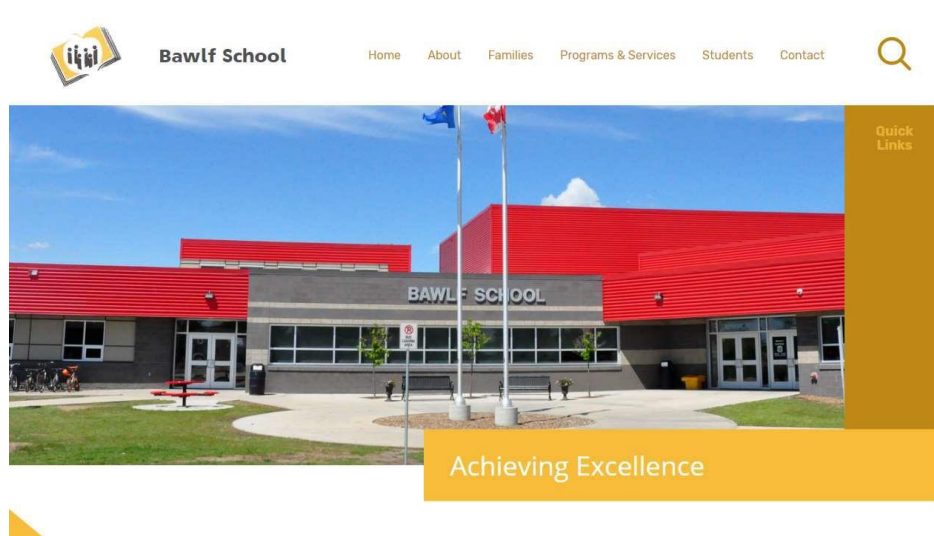


## GETTING IN-TOUCH WITH BAWLF SCHOOL

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### 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.





## 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.

**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 is supported by an executive including a chair, vice president and secretary. Other roles include hot lunch coordinator and non-officer parent representatives. We meet 5 times throughout the year to offer an opportunity to discuss programs, processes and events within our school community. We are always looking for volunteers and engaged parents to work with us, so please always know that you are welcomed and appreciated.

For more information, please contact:

Emily Herder  
Chair, Bawlf School Council  
[bawlfschoolcouncil@gmail.com](mailto:bawlfschoolcouncil@gmail.com)

## GETTING INVOLVED AS A STUDENT

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### 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.

### 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.

### 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. 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

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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 see the Bawlf attendance policy for more information.



Please call the school office at (780)373-3784 or email both of our Administrative Assistants ([eprice@brsd.ab.ca](mailto:eprice@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.

### *Regular and punctual attendance is necessary for students to achieve success in school.*

Absence from school does not excuse a student from handing in assignments or from completing them. Being late for class or school is a concern because of the disruption to the rest of the students. Therefore, regular and punctual attendance at school is critical for student success.



## SCHOOL POLICIES AND PRACTICES

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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 will work with parents to offer additional support if needed.

### 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.
- Suitable clothing is necessary for CTS (Shop and Foods) and Physical Education

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

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### 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.

### 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-AWARE 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).

## SCHOOL POLICIES AND PRACTICES

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### 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.

### 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 8:20 a.m. Buses begin their arrival at approximately 8:25 a.m. and the first bell rings at 8:40 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.

### 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.

## SCHOOL POLICIES AND PRACTICES

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### 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](http://bawlf.brsd.ab).

## SCHOOL POLICIES AND PRACTICES

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### **Electronic Device/ Cell Phone Policy 2023-2024** (September 2023)

At Bawlf School we make student academics as well as creating a safe and caring environment a priority. Cell phones and electronic devices often distract students from the purpose for which they come to school and can sometimes be a vehicle for bullying behavior. To support optimal student learning we wish to explain Bawlf School's electronic device and cell phone policy.

If a parent needs to get a hold of their child or leave them a message, please call our office at 780-373-3784.

**Kindergarten to grade six** students should not have any electronics at school. This includes during lunch and recess breaks. If students choose to have electronics for the bus ride to and from school, it is to stay in their backpacks while at school.

#### **Grade 7-12 students:**

- Students are encouraged to leave their devices in their lockers, however, if students take their cell phones/electronic devices to class they must be turned off. Students will place their cell phones in a hanging phone pocket (one phone per pocket) at the beginning of class and collect them at the end of class. Your child's teachers will decide if students can use them during class for educational purposes.
- Please do not text/call your child while they are in class. If you need to contact your child during instructional time, please call our office.
- For privacy considerations, the taking of pictures, videos, or recordings at school without consent is strictly prohibited.
- Mobile phones/smartwatches should be 'off and away' during all class times in learning communities.
- Unauthorized use of electronic devices will result in the device being turned in to the teacher and returned to the student after class or at the end of the day.
- For repeated offenses, the device(s) will be given to the office who may return the device(s) to the student and/or contact the parents if the issue persists. Students may then be asked to turn their cell phone in the office each morning and pick it up at the end of the day or to leave it at home.

## SCHOOL POLICIES AND PRACTICES

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### LATE ASSIGNMENT POLICY (September 2024)

Bawlf Students are required to complete assignments that allow them to show their knowledge of the outcomes covered by the Alberta Program of Studies. The assignments allow teachers to provide students with prompt feedback to enhance their understanding and give them areas to continue to practice and improve. When assignments are submitted late, students miss out on their learning and delay other students receiving their feedback as the assignment often cannot be returned until all are turned in.

Bawlf students are expected to uphold our motto of Achieving Excellence by doing what is expected of them in the classroom and completing homework as assigned. Therefore, the following late assignment policy will be followed.

- Students are required to complete all assignments and projects by their due date.
- If students require extra time to submit assignments, they must contact the teacher in advance of the due dates to make arrangements for late submissions. Each request for additional time will be evaluated on the individual circumstances presented. Teachers reserve the right to offer or deny any extension.
- Students who are absent from school, or made previous arrangements for extensions with assigning teachers, will be assigned a zero and flagged MIS in PowerSchool. Teachers may include a note explaining this entry. Once the assignment is passed in, it will be evaluated and a new mark will be entered.
- Students who do not fully complete the assignment by the due date, and did not make or receive an extension, will be flagged INC. They will be evaluated on the portion that was completed.
- Students, who are absent for a test will be flagged ABS in PowerSchool. The student will write their assessment the **next day** that they are at school. After **one week**, students will need to complete an alternate assignment if an extension is granted.
- Students who do not complete any portion of the assignment by the due date and do not make or receive an extension will receive a flag MIS (0) in PowerSchool. They will have **one week** to complete the assignment, with a parent note attached. After **one week**, the student will have to request an alternative assignment with a signed parent note.
- Once a unit is complete, zero late assignments for the unit will be accepted.
- If students have **three** missing assignments, the subject teacher will contact the student's guardian to inform them of the missing work and develop a plan for the student to catch up.

## 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.

#### **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.



# 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>  These courses may include: <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>	
5 CREDITS IN	
<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>	
AND	
5 CREDITS IN	
<ul style="list-style-type: none"> <li>• 30-level Knowledge and Employability Workplace Practicum course, or</li> <li>• 30-level Work Experience course,<sup>❺</sup> or</li> <li>• 30-level Green Certificate course,<sup>❻</sup> or</li> <li>• Special Projects 30</li> </ul>	
OR	
5 CREDITS IN	
<ul style="list-style-type: none"> <li>• 30-level Registered Apprenticeship Program (RAP) course<sup>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.