



**Warner School
Policy
Handbook**



2021/2022

Warrior
Est. 1914





Drafted June 2021

Overarching statement:

Hello everyone,

This year will prove to be unique, challenging in some ways, and hopefully very rewarding as we all pitch in to take care of one another.

We have been given a set of terms and conditions from Alberta Education and Horizon School Division that allow us to be open as a school, and for you to be given the right to be a student at Warner School. Violation of these terms will result in your right to in-class learning to come under review. Horizon has developed a support network that allows for at-home delivery of Alberta Curriculum, and it is designed to give you an opportunity to learn, should you find yourself unable to abide by the conditions of in-school programming.

This duty of care for yourself and other students and staff is non-negotiable. Failure to consider the safety and well-being of others will not be tolerated. There will be points throughout the year where you will be given the option to reconsider your choices and to return to in-school classes, which will be chosen to cause the least amount of disruption to the learning of yourself and others.

I do trust you to make good choices to support your learning, and the learning of other students.

Mr Pritchard

Table of Contents

HORIZON SCHOOL DIVISION MISSION STATEMENT	5
WARNER SCHOOL MISSION STATEMENT	5
STAFF AND EMAIL	5
SCHOOL OPERATING TIMES	6
PARENTS ADVISORY COUNCIL (PAC)	
AVAILABLE SERVICES	6
Educational Support	6
Guidance Counselor	6
Health Nurse	6
Speech and Language	6
Career Counselor	6
EDUCATIONAL POLICIES	7
Report Cards and Teacher/Parent Conferences	7
Attendance	7
Absence Reporting	7
Attendance Continuum	7
Classwork post-absence	8
Course Transfer from academic to non-academic Social and Language Arts courses	8
Course withdrawal in optional/required courses	8
Final Exams	8
Late Policy	9
Optional Courses	9
Retention Policy (Elementary and Junior High)	9
Spares:	9
Transferring out of Warner School	10
ALTERNATIVE LEARNING/DISTANCE LEARNING	10
CTS Box Option	10
Community Credits	10
Work Experience, Special Projects and Off Campus Courses	10
Green Certificate/4-H Special Projects and other Off Campus Courses	10
Other On or Off Campus Courses	11
Distance Learning	11
Course Completion	11
Course Withdrawal	11
Plagiarism	
Completion Schedules	11
VIDEO CONFERENCING	11
SCHOOL ATMOSPHERE POLICIES	12
Cell Phones	12
Dress Code	12
Drinks and Food in the Classroom	13
Hat Policy	13
Personal Listening Devices	13
School Cleanliness	13
School Guests	13
Social Behaviour	13

Sporting equipment	14
GRADUATION POLICIES	14
Date of Graduation	14
General requirements to graduate on the STAGE	14
Grad Meetings	14
ACADEMIC ATHLETE POLICIES	15
Academic Expectations	17
Homework Expectations	15
Quitting a Team Mid-Season	16
Suspension of Playing Privileges	17
Uniform Policy	17
EMERGENCY PROCEDURES	18
Emergency Exiting Procedures	18
Emergency Lockdown	18
Emergency School Closures (e.g. winter storm)	18
Fire Drills	18
STUDENT DISCIPLINE	18
Grounds for Suspension/Expulsion of a student	19
Routine Misconduct	19
Serious Misconduct	19
Alcohol/Drugs Policy	19
Bullying	20
Smoking Policy	20
Threat Assessment Policy	20
OTHER SCHOOL POLICIES	21
Lockers	21
Lost and Found and Property identification	21
Medication Administration	21
School Dances	21
Student sickness at School	22
Student Transfers	22

HORIZON SCHOOL DIVISION MISSION STATEMENT

Horizon is a 21st century inclusive learning community that engages and empowers all learners for success.

WARNER SCHOOL MISSION STATEMENT

Warner School is committed to developing community-minded individuals who are Engaged Learners, Ethical Citizens and demonstrate an entrepreneurial spirit.

STAFF AND EMAIL

Bryan Pritchard	bryan.pritchard@horizon.ab.ca
Karma McMurray	karma.mcmurray@horizon.ab.ca
Peter Nagy	peter.nagy@horizon.ab.ca
Nola Nagy	nola.nagy@horizon.ab.ca
Shawna Trockstad	shawna.trockstad@horizon.ab.ca
David Zink	david.zink@horizon.ab.ca
Justin Korol	Justin.korol@horizon.ab.ca
Lorraine Brantner	Lorraine.brantner@horizon.ab.ca
Laura-Marie Doenz	laura.doenz@horizon.ab.ca
Nicole Dolan	nicole.dolan@horizon.ab.ca
Trista Lindsay	trista.lindsay@horizon.ab.ca
Nikki Paul	nicole.paul@horizon.ab.ca
Nicole Hammell (on leave)	nicole.hammell@horizon.ab.ca
Becky Doenz	becky.doenz@horizon.ab.ca
Cailey Schatz	cailey.schatz@horizon.ab.ca
Laurie Hierath	laureen.hierath@horizon.ab.ca
Haley Cunningham	haley.cunningham@horizon.ab.ca

SCHOOL OPERATING TIMES

In order to foster a positive learning environment at Warner School, the following policies and organizations have been put in place. Warner School is attempting to create an environment where students enjoy learning in a safe and caring atmosphere.

Office hours will be from 8:00am to 4:00pm Monday to Thursday and 8:00am to 1:00pm on Friday.

School Council

Warner is proud to offer parents the opportunity to serve on the School Council (Parent Advisory Committee). The Council works in collaboration with the school to advance the interests and learning opportunities for our students. All parents are encouraged and welcome to attend School Council meetings and to get involved! There are monthly meetings, times and dates can be accessed through our newsletter, see warner.horizon.ab.ca for details.

AVAILABLE SERVICES

Warner School offers a wide array of educational and personal services. This support network is intended to support the learning and development of all our students and to help them reach their full potential.

Learning Support

Warner School is fortunate to have one of our teaching staff employed as a learning support teacher. The function of this position is to aid the classroom teachers deliver individualized instruction to each child. This includes academic and behavioural testing, if required, as well as personalized teaching strategies appropriate for each child.

Guidance Counselor

Warner School shares a guidance counselor with other schools within the Horizon School Division. This guidance counselor is available to any student who wishes to meet with him/her as well as offer small group and full class workshops depending on the needs of students. His/her primary function is to help ensure all students attend school with positive and healthy behaviours. This guidance counselor can meet with any student once, but would require parent consent before repeated sessions can be undertaken.

Health Nurse

In conjunction with Alberta Health Services, Warner School will coordinate vaccination programs as well as assist Warner School during times of illness prevention. For example, if the school were to go through a bout of Influenza, the public health nurse is brought in to help moderate the situation and offer expert medical advice.

Speech and Language

If you, or your teacher, notice your child has some issue with speech or language development, we work collaboratively with the Speech Language Pathologist to develop an individualized program to support the student.

Career Counsellor

Horizon School Division employs a career counselor that visits Warner School once a week. At Warner School, the majority of visits will occur on Tuesdays. This counselor's primary function is to aid the students in their quest to explore, plan, and determine post secondary learning options including university to college to work force options. Parents and students are encouraged to make prior appointments with the career counselor as his/her time can get booked up quite quickly.

EDUCATIONAL POLICIES

Students attending Warner School are expected to maximize their opportunity to take high school courses that are in the best interest of the student. The following policies are intended to encourage each student to achieve to the fullest of their potential.

Report Cards and Teacher/Parent Conferences

All dates of report card issues are stated in the school calendar as well as the parent-teacher conferences. Parents are encouraged to connect with teachers if there are concerns about academic progress of the student. There are formal opportunities to meet to discuss the needs of our students, such as parent/teacher/student conferences as well as informal communication through email, phone, and face to face conversation.

Attendance

Warner School will make a reasonable effort to work together with the student and the parent(s) for the purpose of ensuring that the student attends regularly. Regular attendance is critical to the success of our students' learning.

Absence Reporting

Due to safety considerations, all absences will be verified as soon as possible with the parent(s). Should contact not be made with the parent, the secondary guardian will be informed of the absence. Parents should **notify the school BEFORE THE ABSENCE, WHENEVER POSSIBLE**. A note, email or a phone call is sufficient.

When a student is absent from school, he/she is responsible to fill in the required paper record and the attendance email system. Students are given sufficient time to do so. If a student is not able to complete the absence reporting procedure in a reasonable amount of time, and must complete it during school time, a late will be applied to that student's record.

Attendance Continuum

It is recognized that attendance is vital to success. If students are absent for extended periods of time, or for a large amount of time, academic success can suffer. As a result the following attendance continuum has been developed for three and five credit courses:

3 Credit Course

4-5 absences - email/phone call home by teacher outlining concern

6-8 absences - Student meeting with administration/teacher outlining concern

9 or more - Student meeting with administration discussing Possible withdrawal

5 Credit Course

6-8 absences - email/phone call home by teacher outlining concern

9-12 absences - Student meeting with administration outlining concern

13 or more - Student meeting with administration discussing Possible withdrawal

Classwork post-absence

It is the responsibility of the student to meet with the classroom teacher **before** a known absence or immediately upon return of an unplanned absence to coordinate any missed assignments or

tests. The general expectation is that **tests and assignments are to be made up the day of return** to the classroom, unless otherwise arranged by the teacher.

Course Transfer from academic to non-academic Social and Language Arts courses

There are two levels of classes for Social and Language Arts in Alberta. Students that enroll in the highest level have the ability to transfer to the lower level until the Friday following the mid-course report card date. This is a timeline imposed by Warner School, but is based on a deadline from Alberta Education that cannot be altered.

Course withdrawal in optional/required courses

If a student wishes to drop an optional course (not required for graduation), that student may withdraw from that course (with parent approval) provided they do so before the Friday following the mid-course report cards. After this time, all course withdrawals must be approved at the discretion of the Principal. If a withdrawal is not approved, the student must either complete the course or have the course listed as incomplete on their permanent record. If a student wishes to drop a required course before the Friday following mid-course report card, a phone or email conversation with the parent is satisfactory. If the student attempts to withdraw after this date, then a parent meeting is required to drop this required course.

All courses that are withdrawn must be made up. For example, if a student is taking Physics 30 (5 credit course) and wishes to drop it half way through the year, that student must still replace that course with an equivalent course (e.g. Forensics 35 - 5 credit course)

Final Exams

There will be final exams in all core courses. Before writing the final exam, students must have all course work completed and/or be cleared by the course teacher to write the final exam.

Since all final exams (not including: Provincial Achievement Exams, and Provincial Diploma Exams) at Warner School are secured exams, these exams are not faxed, emailed, or otherwise transmitted to other schools due to the essential breach of security. Additionally, these exams are to be written on the assigned dates, as per the exam schedule. If a student, for some reason, misses their final exam, the student is allowed to make that exam up on the second to last day of exams in that term. Exceptions can be made in exceptional circumstances.

All Alberta Education Exams (PAT and Diploma) must be administered as per Alberta Education policies and standards.

Late Policy

It is an expectation that students arrive at school ready to learn. All students need to arrive in class with proper materials, prepared to learn before the bell rings to signify the beginning of class. It is the responsibility of the teachers to encourage their students to be punctual. If a student is late, he/she is required to check in at the office to pick up a late slip in order to enter the classroom. Should "lates" become an ongoing concern, parents will be contacted and asked to support the school in resolving the problem.

Optional Courses

All high school students, whose schedule allows, will be encouraged to take teacher taught optional courses such as CTS computers, Drama, Etc. The only exceptions would be if a student has some form of limitation that would prevent him/her from doing so. The administrator of the school must receive a written request to opt out of a teacher taught course from the student's

parents in order to consider a student's request. In its place, a student must register in a DL course.

Retention Policy (Elementary and Junior High)

Retention is a discussion that would occur throughout the course of a school year. Under extenuating circumstances, a child may be retained. However, the research shows that the practice of retention does not guarantee success by any means. Our goal is to work to support the learning of each student. We meet our learners where they are at. If you have concerns about your child's learning at any time, please contact your son/daughter's teacher.

High School Independent Learning Time (ILT) period:

Warner School is proud to be a part of Inspiring Education's High School Redesign initiative. As such our high school students receive one period per day (Mon-Thurs) to work on their learning under the guidance of a teacher. The goal of ILT is to provide students with the opportunity to take responsibility for his/her learning by using the time to get support from a teacher, complete assignments, prepare for upcoming exams, etc.

The expectation is that students respect the time of others who are learning at the same time in the same space. Students who have outstanding assignments will be required to use ILT to complete them.

Grade 10

Students in Grade 10 are expected to carry a full course load throughout the school year. A target of 40+ credits is optimal in order to remain on the path to achieving 100 credits required for graduation purposes.

Grade 11

Once a Grade 11 student has completed courses sufficient to meet a projected 35-40 credits and have completed their Distance Learning Requirements, he/she may earn spares during any non classroom designated time. These will be determined in consultation with the student, parent(s) and the principal.

Grade 12

Once a Grade 12 student has completed courses sufficient to meet a projected minimum of 105-110 credits meeting graduation requirements, he/she may have additional spare periods. These will be determined in consultation with the student, parent(s) and the principal.

Transferring out of Warner School

Warner School recognizes that it may become necessary for some students to transfer out of Warner School at various times in the year. If a student withdraws from Warner School prior to the completion of classes, that student is required to enroll into a new school such that Warner School may forward on the student's cum file to the receiving school. It will be the responsibility of the receiving school to determine the final grade for all courses transferred.

ALTERNATIVE LEARNING

When students are not in core classes, alternative programming has been designed for students of Warner School. Essentially, there are six alternative learning programs that we offer at Warner School.

CTS Box Option

The CTS box option is a Horizon School Division sponsored program where students get the opportunity to complete projects such as woodworking, leatherwork, stained glass and other options. Each project is worth one credit, and offers students a more hands on approach to learning.

Community Credits

This option involves members of our community. Warner School is actively seeking adults in the community that have special talents to share with our students. Due to the breadth and depth of Alberta Education's course selection, almost any talent can be turned into credits for our students. For example, if a community member has a good working knowledge of sewing or welding, that adult could come into the school and teach that skill and our students would receive the credit for it.

Work Experience, Special Projects and Off Campus Courses

Once a student has completed all necessary pre-requisites to become eligible for work experience, and when time-tabling is possible, a student may use school time to do work experience or special projects. It is not recommended that a student leave the school for a single period to do work experience or special projects.

Green Certificate/4-H Special Projects and other Off Campus Courses

Students involved in agricultural activities have some quality options to earn credits in this area. Green Certificate is a program operated by the Alberta Government that allows students to study topics such as Cow/Calf, Equine studies, Field/Crop, and agriculture. Students gain practical knowledge of agricultural concepts and practices and can earn up to 16 credits per specialty.

The Warner 4-H club operates a five credit special project each year in that student's 4-H specialty. This program is operated by the 4-H club, but is overseen by the school, thereby allowing students the opportunity to earn credits in this area. There is an upfront cost associated with this program, please consult with the school if considering Green Certificate as an option.

Other On or Off Campus Courses

Student Improvement Council, Yearbook, and volunteer opportunities are also options that would provide students with the opportunity to earn additional credits. Students must make an application to the teacher supervising Work Experience and Special Projects in order to enroll in these courses.

Distance Learning

ADLC has ceased operations, and will no longer be in place to support Alberta students.

VIDEO CONFERENCING

Some courses that are not physically offered at Warner School (e.g. Math 31) **may** be offered through **video conferencing, contingent on the course being offered elsewhere in Horizon School Division.**

All teaching is done through high speed internet, a special video camera, special audio system, and a smartboard. This is a teacher directed option, but the teaching does occur from a remote location.

SCHOOL ATMOSPHERE POLICIES

Cell Phones and Personal Devices

The school office remains the primary communication channel between home and school. Students in grades 8-12 are permitted to have cell phones/personal electronic devices with them for much of the school day. Students in grades K-7 may only carry a cell phone in specific, pre-arranged and school approved situations. These students will typically leave their cell phones with the office staff for the school day, and retrieve them at 3:30.

Since Cell phones now perform multiple applications, they will be permitted in the grade 8-12 classrooms under the following conditions. We recognize that there can be emergencies and extenuating circumstances that would require a student to answer a phone call or respond to a text message. Students are expected to be as proactive as possible with their teachers in this regard. We trust you and need you to trust us.

- All electronic devices and their usage falls under Horizon policy and user agreement forms. Failing to complete/return agreement forms will result in users being restricted in access to electronic devices.
- The student acknowledges the school is not liable for any theft or damage done to the cell phone while it is in the school.
- No texting is permitted during learning time.
- Ringers are turned off and phones are face down or stored in a back pack/bag.
- Students may use the other applications of the phone such as calculators or course related software, as well as for music purposes provided the teacher has given express consent.
- Students that wish to use the bathroom or leave the classroom are asked to leave their cell phone on their desk
- **In order to maintain privacy and safety for all students, cell phones and other electronic devices are not permitted in washrooms or changerooms**

Students are trusted to operate their cell phones in accordance with the expectations outlined by the school.

- a) First Offence – student will be warned by the teacher
- b) Second Offence – the teacher may confiscate the phone for the period.
- c) Third Offence – the teacher may turn the cell phone into the office requiring a meeting with the principal to retrieve the device.

*Should improper use of a phone/device become chronic, a teacher may deem it necessary to advance consequences, including storing the device at the beginning of each class. **If a student is unable to manage his/her device according to school expectations, the student will no longer be permitted to have the device at school.** We believe that our students are responsible and trustworthy, completely capable of managing their devices while at school.

Dress Code

All students are expected to dress appropriate to the weather. Specifically, in the winter, all students are expected to wear proper foot, head, and hand attire. Parents of students that do not have appropriate attire may be asked to bring in clothing for their child.

Students should dress in an appropriate manner. Students that do not meet dress requirements will be asked to change. If they do not have alternative clothing, alternatives will be offered. The standard of dress that is unacceptable at Warner School includes, but is not limited to:

Dress which is overly revealing, unclean, clothing which promotes alcohol or tobacco, drugs or which illustrates unacceptable language or pictures. The list includes but is not limited to:

- a. Clothing that exposes underwear or boxers
- b. Shirts/shorts that are determined to be overly revealing
- c. Clothing that is see through
- d. Shirts with offensive language/images

Drinks and Food in the Classroom

There are certain areas of the school where drink and food are permissible. This is at the discretion of teachers and supervisors. If you are unsure if you are in an eating area, ask an adult, and respect their decision.

*Sunflower seeds are not permitted in the school at any time.

Hat Policy

Hats are permitted in the school. Students will be asked to remove hats during O Canada.

Personal Listening Devices

The use of such items are to be allowed at the discretion of the teacher. Students are not to assume they can use their PLD until they are expressly given permission. At no time, however, should the listening device be able to be heard in a quiet setting nor are they to be allowed during any examination.

School Cleanliness

We at Warner School believe we should respect ourselves, others and our school. As part of this respect, it is expected that students will cooperate in maintaining a high standard of cleanliness in the school and on the school grounds. Students are responsible for placing their own garbage in the proper receptacles found throughout the school and school grounds. Beverage containers that have refundable value are to be placed in their proper collection boxes, not in the garbage. It is further expected that all students will have enough pride in their school to pick up any litter that may be in the hall, classroom or school grounds.

School Guests

ALL parents/guardians and other visitors **must** check in at the office upon entering the school. If the intent is to speak with your child, our secretary will call the student down to the office in order to minimize the interruption to the learning of others. We thank you for your consideration.

Student Code of Conduct

Students are expected to fulfil their responsibilities as members of a school community at all times. We are here to support them in doing so and are grateful for parent/guardian support as well. According to the School Act, at minimum the school expects that the student shall:

- 2.1. attend school regularly and punctually;
- 2.2. be ready to learn and actively engage in and diligently pursue the student's education;

- 2.3. ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging;
- 2.4. respect the rights of others in the school;
- 2.5. refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means;
- 2.6. comply with the rules of the school and the policies of the board;
- 2.7. co-operate with everyone authorized by the board to provide education programs and other services;
- 2.8. be accountable to his/her teachers and other school staff for his/her conduct;
- 2.9. positively contribute to his/her school and community;
- 2.10. account to school staff and bus drivers for their conduct;
- 2.11. dress safely and appropriately for all school-sponsored activities.

Sporting equipment

While it is expected that various items such as hockey equipment, golf clubs, scooters, hacky sacks, etc. may be brought into the school from time to time, it IS NOT ALLOWABLE TO USE these items within the confines of the school buildings. Items, such as the ones mentioned above, may be brought into the school for storage only, not use. Any equipment that is improperly used in the school will be seized and returned at the discretion of school administration.

GRADUATION POLICIES

Date of Graduation

Graduation shall be the last Friday in May of each calendar year.

General requirements to graduate on the STAGE

1. Be a regular student of Warner School, attending school, physically within the building
2. Must have a passing average in all courses, required for graduation, on the first Friday in May to be eligible for graduation. Any student submissions must be handed in by 8:30am on the first Thursday. Students that are not eligible at this point, ARE NOT ELIGIBLE TO GRADUATE.
3. Have fulfilled all Warner School Alternative/Distance Learning requirements
4. Enrolled in courses sufficient to meet all requirement for an Alberta Diploma
 - a. Social 30 or 33, English 30-1 or 30-2 Physical Education 10, and CALM
 - b. One 10 level science and one 20 level science
 - c. One 10 level math and one 20 level math
 - d. Ten 30 level credits
 - e. Ten credits from:
 - i. CTS 10/20/30, PE 20/30, Special projects 20/30, Fine arts, Second Language, Registered Apprenticeship (up to two 35 level courses), and 36 level courses
5. 105 credits total for students that have attended Grades 10-12 in Warner, 70 credits for attendance in Grades 10-11, and 35 credits for attendance in the Grade 12 year only.

Grad Meetings

It is the responsibility of all graduates to regularly attend meetings as called by the graduation coordinator. The purpose of these meetings is to conduct business that is associated with graduation ceremonies ONLY. All other business should be conducted off of school property.

*If a student is deemed ineligible for graduation, he/she will not be permitted to participate in the planning of grad.

ACADEMIC, ATHLETIC AND SAFE AND CARING POLICIES

Assessment and Reporting Policy:

Assessment: the ongoing process of collecting evidence, both formative and summative, related to students' learning with regard to the Programs of Study and may be teacher-developed, provincially developed, and/or externally-developed.

We believe that students are an integral part of the assessment process and that they will be provided with a variety of opportunities and some choice with respect to how they show what they have learned. We are committed to fair and open assessment practices at Warner School.

- a. **Summative Assessment** (Assessment of learning): aligns, visibly and verifiably, with learner outcomes from the Programs of Study and counts towards student grades.
 - b. **Formative Assessment** (Assessment for learning): is used to coach students into deeper understanding and higher achievement of learner outcomes. Formative evidence is often recorded, but is not calculated in student grades.
 - 1.1 Students/Parents of junior/senior high students, shall be informed of assessment methods, in each course, within the first five days of school. (Course outlines)
 - 1.2 Assessment will incorporate evidence of learning gathered over time, using varied assessment methods (observations, conversations, products, and student reflections, etc.) to ensure validity and reliability of student learning.
 - 1.3 When students have not completed required assessments, a zero will act as a placeholder until such time that the assessment or an alternative assessment is completed. The expectation is that the assessment activity is completed within the timeframe that the course is offered. Parents/students will be contacted by the teacher in order to support completion of said assessments.
- 1.31 If there is insufficient evidence of student learning to award a grade, the student will be assessed an **“incomplete”** for the course.
- 1.32 **RE-Do’s.** In the case where a student wishes to re-do a Summative Assessment, the student will have the opportunity to complete an assessment connected to the appropriate learner outcomes **AFTER** demonstrating **“new learning”** connected to the learner outcome(s) in question. The teacher is responsible for determining, in consultation with the student, a reasonable activity that provides the student with the opportunity to demonstrate **“new learning”** connected to the outcome(s).

Reporting

Teachers will make contact with parents within the first 6 weeks of school in order to report on student adjustment to the classroom environment and the teacher's preliminary sense of the student's academic response to the subject or grade level.

1. Elementary report cards will be sent home three times per year. (November, March and June)
2. Secondary report cards will be sent home quarterly. (November, February, April, and June)
3. Ongoing communication, about student progress, is consistent throughout the school year. (email, phone, blog, face to face, etc.)

Homework Expectations

Homework is an opportunity for students to demonstrate understanding of learner outcomes in a formative manner. Daily homework (this does not include projects or assignments in which the teacher has identified and communicated that marks will be given) is not to be used to calculate grades. However, completion of homework provides the student with an opportunity to self-assess his/her understanding of concepts covered in class. This will provide students with the opportunity to seek support and/or clarification of outcomes the following day. It is expected that the student take responsibility for his/her learning and make every reasonable effort to complete homework that has been assigned by the teacher.

Students are expected to keep up on their studies while participating in all extra-curricular programs. Students that are not up-to-date in their studies will not be allowed to participate in extra-curricular activities.

Athletics and Co-Curricular Participation

Participation in extra-curricular activities is considered to be a privilege, not a right. Students are expected to maintain high academic levels and respectful behaviour at all times.

Once an athlete is committed to a team, he/she is expected to participate for the duration of the season, including all playoffs for regional and Zone competitions (if appropriate). It is understood that there may be times that players will join a team in order to simply field the team even though they cannot commit to Zone competition. Should this be the case, these players will be allowed to join the team, but that team may not be entered into Zone or Zone Qualifying competitions.

Participation in extra-curricular activities by students of the appropriate age or grade level is supported by the school staff with the following considerations:

1. Representing the school in extra-curricular events is a **privilege** not a right.
2. Students are ambassadors for Warner School when involved and are expected to behave in an appropriate manner showing sportsmanship, consideration of the differences in individual participants and respect of people and property.

Coaches volunteer their time and will be treated with respect and consideration.

The **academic program takes precedence** over extra-curricular activities.

In keeping with these considerations, students may not be allowed participation in a particular event, or sport, if the classroom teacher, in consultation with the coach, so judges for the following reasons which include, but are not limited to:

1. Not meeting academic expectations.
2. Inappropriate behaviour in school which endangers the "ambassador" aspect of participation.
3. Behaviour that does not support a safe and caring school atmosphere, both in school and during extracurricular events.
4. Unacceptable or numerous absences in the days previous to the event.
5. Absence from school the day of the game.

6. Inexcusable absences from practice.
7. Missing assignments.
8. Parental concern as expressed to the classroom teachers and/or coach.

Elementary Extracurricular Programs

Students are required to adhere to all academic and social standards as set by Warner School. Should a student fail to meet the expectations of the program participation, that student will be warned and/or removed from the participation list. Conduct prior to the season of play, and after, will also be considered in determining eligibility to participate in any of the above sports.

Sr. High Academic Expectations for Student Athletes

Students participating in extracurricular/athletic programs must maintain a 60% average in ALL classes in which they are enrolled. Should a student fail to meet academic expectations, they will be placed on probation for 1 week. During this time they must either:

- ii) raise their average above 60% (in one week) in all classes to be released from probation
- iii) Once a student has been placed on probation for a 2nd consecutive week, they will lose the privilege of participation in ALL extracurricular activities until a passing average is attained in all classes.
- iv) Students who are placed on an initial probation for a second time automatically lose the privilege of participation in extracurricular activities until such time they have attained a passing average in all classes.

Quitting a Team Mid-Season

If a student joins a team, then decides to quit that team once the season has started, that athlete will:

1. Be placed on probation for the remainder of the year. This probation will require that athlete and his/her parents to post a \$50 participation bond if the student decides to join another school team during probation. Any bond posted will be refunded at the conclusion of that sporting season provided the athlete has completed that season of play.
2. The athlete may not join another team until the team he/she quit has completed its season
3. The athlete and his/her parents will have to meet with the Principal, previous coach, and new coach to obtain permission to become part of the new team.

Suspension of Playing Privileges

If student participation is refused, the responsible teacher or coach will see that the parent is contacted to make them aware of, and discuss the situation. The coach and/or teaching staff will inform the parent verbally, and outline, in written form (by email), the nature and necessity of the suspension of playing privileges. Suspension of participation privileges may occur from, but are not limited by the following:

1. More than 10 unexcused school absences
2. Student was absent from school on the day of the event
3. Student was not present for enough practices prior to event
4. Academic success is not being realized

Uniform Policy

If participating in Volleyball or basketball, students will be charged additional fees to support the costs associated with the activity. There will be a deposit required for school uniforms in order to insure the return of the uniform in proper condition in a timely manner.

EMERGENCY PROCEDURES

Emergency Exiting Procedures

If evacuation is required for a reason other than fire, students and staff are to still follow the exit procedures as practiced during a fire drill.

Emergency Lockdown

As per Horizon School Division Policy, Warner School shall run a minimum of three emergency lockdowns per school year. The purpose of this drill is to ensure maximum student safety during environmental or man-made crises. For security reasons, the exact procedures cannot be discussed.

Emergency School Closures (e.g. winter storm)

Bad weather, or emergency conditions inevitably occur. If, for whatever reason, the school cannot operate on a given day, the following will occur.

1. Horizon School Division, in consultation with Warner School will announce this information through social media, on the district website horizon.ab.ca and on both FM 107.7 and Country FM 95.5. Announcements will be made starting no later than 7:30am and will run until 8:30am.
2. If students are sent home prematurely by bus, parents will be contacted before sending them home. If contact can not be made, then the student will remain in the school until the end of the school day or until one the storm billet can be reached. In either case, the child will be sent to the storm billet's residence at the end of the school day.
3. If students can not be sent home by bus, the storm billet will be contacted and the student sent to that location. The storm billet and the student will then be responsible to contact the parent to inform them of the situation.

We also require the naming of a secondary storm billet. We ask that you review these procedures and statements with your children so that they may be prepared to deal with any of the above emergency situations.

Fire Drills

As per Horizon School Division Policy, Warner School shall run a minimum of six emergency fire drills in a year. Exit points are to be clearly marked, and students are to be made aware of all proper procedures when exiting the school. All staff must become familiar with exit points and procedures.

STUDENT DISCIPLINE

It is recognized that students in Grade 1-6 require direct supervision and guidance in their behaviour. The expectation at Warner School is that all students demonstrate respect for self, others and their environment. Further, we expect students to adhere to the rules of Warner School and to the requests of all staff members and parent supervisors. Students should realize that appropriate consequences will be placed upon those who choose inappropriate behaviour.

It is generally acknowledged that by the time students enter the Junior and Senior years of their public education the vast majority of students are self-disciplined and require less in the way of external rules to govern their conduct. However, in the interests of clarity for all students and parents the following guidelines are expected and enforced at the Warner School.

Section 7 of the Education Act of the Province of Alberta states that students will conduct themselves so as to reasonably comply with the following code of conduct:

1. be diligent in pursuing their studies
- attend school regularly and punctually
- cooperate fully with everyone authorized by the board to provide education programs and other services
- account to their teachers for their conduct
- respect the rights of others

Grounds for Suspension/Expulsion of a student

Section 19 of the School Act clearly lists the reasons for which a student may be suspended or expelled from a school. These reasons are:

1. open opposition to authority
2. willful disobedience
3. habitual neglect of duty
4. use of improper, profane, or obscene language
5. conduct injurious to the moral tone or well being of the school
6. truancy and irregular attendance for which there is no valid excuse
7. destruction, damage to or loss or conversion of school property
8. willful destruction or disobedience on school busses

Routine Misconduct

It must be understood by all students that no one can assume they have the right to interfere with a teacher's responsibility to teach nor other students' rights to learn by acting out in class or by behaving in such a manner as to take an ordinate amount of the teacher's time in order to deal with inappropriate behaviour.

Teachers are responsible for the routine discipline of students in their charge. They will work with the student and his/her parents in order to rectify the problem. If the unacceptable student behaviour persists, the student will be referred to an administrator for disciplinary action. These students may lose, through suspension or expulsion, their own right to attend class at Warner School, and to participate in extra-curricular activities.

Serious Misconduct

These include contravention of the Criminal Code, or Fire Act, the use of alcohol or other illegal drugs on school grounds, vandalism, fighting, use of obscene language, intimidation or bullying, hazing, abusive behaviour toward other students or staff, failure to comply with a teacher's reasonable directive, and other acts deemed by administrators to be serious violations. It should be noted that for these more serious conduct violations, the administrative involvement is immediate and usual steps of conduct modification may not be followed.

- Some of the consequences for these violations could include but may not be limited to:
- retribution or remuneration for damages
 - suspension or expulsion from school or school-sponsored activities
 - laying of criminal charges
 - involvement of outside agencies such as mental health experts

Alcohol/Drugs Policy

Students caught drinking, or in possession of alcohol on school grounds face a minimum suspension of two days from school for a first offence. If a student is caught a second time in a school year, the administration of Warner School will apply the maximum five day out of school suspension. Warner School will recommend to Horizon School Division that the student also be expelled from Warner School by way of an official letter to the board. The student will be recommended to attend addictions counseling. Additionally, if the student is a minor, Warner School will notify the police of the illegal activity. Drugs will be treated in the same manner as the already outlined with alcohol.

Minimum consequences for violation of the alcohol/drugs policy include:

1. First offence will be a minimum of two full days of out of school suspension (OSS)
2. Second offence will be a minimum of four days OSS and a requirement for addictions counseling
3. Third offence will result in maximum suspension of five days OSS and a recommendation for expulsion from Warner School.

Bullying

All students have the right to attend school in a bully free environment. Bullying can be in many forms, such as physical, verbal and relational. Any students proven to be engaging in bullying behaviour will meet with the principal or assistant principal to discuss and implement a plan for correcting the behavior. Parents will be contacted and included in the plan to end the behaviour.

Smoking, Vaping, and Tobacco Policy

Horizon School Division #67 recognizes its responsibility to ensure a smoke-free environment for the health and welfare of employees and students. It therefore declares all division buildings and grounds to be smoke-free environments (Policy GBK, adopted Feb. 26/97). Furthermore, Warner School declares that all school property and school trips/functions to be smoke-free. It is considered a serious offence to catch students smoking on school property or during school trips/functions. Any minors found to be smoking off school property will have such activity reported to the parents.

Minimum consequences for violation of smoking on school property or during a school trip/function include:

1. First offence will be a minimum of two full days of out of school suspension (OSS)
2. Second offence will be a minimum of four days OSS and a requirement for addictions counseling
3. Third offence will result in maximum suspension of five days OSS and a recommendation for expulsion from Warner School.

Threat Assessment Policy

If a threat is made in the school, as per Horizon School Division Policy, the student will not be allowed back into the classroom until a threat assessment has been completed and the student has completed all steps necessary to return to the classroom.

OTHER SCHOOL POLICIES

Lockers

Students in Grade 4-12 will be issued a locker. Students may not change lockers without consent from the Office. In conjunction with Horizon Policy IFGB, students are hereby notified that the school reserves the right to search student lockers should the need arise.

The following guidelines should be remembered:

- the school will not be responsible for articles stolen from lockers.
- willful damage to lockers will result in full restitution being paid by the student.
- students and parent/guardian must sign a locker agreement at registration.
- it is the student's responsibility to completely empty and clean the inside of his/her locker prior to the last day of exams.

Lost and Found and Property identification

All private property (items of clothing, boots, school supplies and lunch boxes) should be clearly labeled with each student's name. Lost or misplaced articles are placed in the Lost and Found Box located in the main foyer. Items are later disposed of to a charitable organization at the end of the school year, or when the bin becomes too full. Before being donated to a charitable organization, students will be offered one last chance to look through all of the lost and found material.

Medication Administration

Any student that requires medication may arrange for the dispensing of that medication by filling in a form at the office. This includes all non-prescription (e.g. Tylenol) and prescription drugs. Additionally, families must provide the medication that is to be dispensed to the student. This form will allow certain staff members to administer medications that are brought in by the student or his/her family. We are not allowed to dispense any medication that is not supplied by the student or his/her parents.

School Dances

The Students' Union will, from time to time, hold dances during the school year. Dances are held specifically for students of Warner School but guests may be invited if they have the prior approval of the Principal. Approval may be obtained by the signing of the pre-dance invitation form which the Principal will then consider endorsing. In this form, a student of Warner School must vouch, sign, and take responsibility for the guest who must also be a Jr. high or Sr. high school student. For all dances, the doors shall be opened from 7:30 – 8:15. Once closed, no more students will be allowed in, but students are free to leave. At the closing of the dance, students parents will be called to inform that the student is leaving school grounds. It should be noted that all students/guests are bound to all rules and policies of Warner School and Horizon School Division whether they attend Warner School or not.

Student sickness at School

If a child becomes ill or is injured at school, parents and/or secondary guardians will be called to come and pick up the child. When contact cannot be made, the child will be kept in the school sickroom. In emergency cases, we will contact emergency services. The administration of medication to a child is the responsibility of the child's parent or guardian, but can be

administered by school staff if PREVIOUS WRITTEN CONSENT has been obtained. A student or staff member contacting a contagious disease is to remain at home **until the contagious period is over.**

Student Transfers

If a student leaves school prior to completing their courses (defined as leaving prior to the final exam), the student is essentially transferring to another school. Students that transfer must register with a receiving school that will develop an educational plan to complete courses that are transferred. The receiving school is responsible for assigning the final grade to that course. Any courses, completed outside of Alberta, will still be recognized by Alberta Education towards an Alberta diploma.