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## High School Student Handbook

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2021-2022

Educating each child with reverence and respect; to nurture wonder, confidence and initiative so they may participate in the world guided by a sense of truth and responsibility.

The truest discipline is that which we impose upon ourselves; the ordering of our lives so that we can do and love those things we most deeply want to love and do. Students are expected to conduct themselves in ways that show respect for and sensitivity toward the dignity and freedom of others. Since we are part of the Spruce Grove public park and the greater Whistler community, in our school responsibility extends beyond the classroom and hallways.

### Our Shared Values

Respectful Communication  
Appreciation for the environment  
Harmony and balance arise  
Respectful, supportive relationships  
Lifelong learning

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Approved September 2016  
Updated September 2021  
To be reviewed June 2022

**OUR SHARED VALUES ..... 1**

**MORNING VERSE ..... 3**

**HIGH SCHOOL STAFF ..... 3**

**SCHOOL PROTOCOL ..... 5**

**ACADEMIC RESPONSIBILITIES ..... 9**

**EVALUATION & GRADES ..... 11**

**DISCIPLINARY PROCEDURES ..... 16**

**STUDENT PROGRAMS ..... 18**

**STUDENT LIFE ..... 19**

**SPECIAL POLICIES ..... 19**

### **Morning Verse**

I look into the world  
In which the sun is shining  
In which the stars are sparkling  
In which the stones repose;  
The living plants are growing,  
The feeling beasts are living  
in which the human soul  
Gives dwelling to the spirit.  
I look into the soul  
That lives within my being.  
God's spirit lives and weaves  
In light of sun and soul  
In worlds of space without  
In depths of soul within.  
To thee O spirit of God  
I seeking turn myself  
that blessing and my strength  
for learning and for work  
In me may live and grow  
*Rudolf Steiner*

### **High School Staff**

#### **Ms. Sandhu**

Head of School

#### **Ms. Blancher**

Director of Education, Science

#### **Ms. (Maclean) Zelikovitz**

High School Chair, Science

#### **Guardians**

Grade 8: Ms. Mealiff & Mr. Krumins

Grade 9: Ms. Blancher & Ms. Colvin

Grade 10/11/12: Mr. Feagan & Ms. Zelikovitz

#### **Ms. Colvin**

Fine Arts, Humanities, English, Drama

#### **Mr. Feagan**

Physical Education, French, Humanities, English

#### **Ms. Grayson**

Applied Arts

#### **Ms. Jacklein**

Humanities, English, Music, Outdoor Education

#### **Mr. Krumins**

Science, Math, Music

**Mr. Maskell**

Math, Science

**Ms. Mealiff**

Applied Arts

**Ms. Smith**

Student Support, Science, HS Programs (AEP, Exchange, Post-secondary, Gr. 11 Fundraising)

**Ms. Bellmore**

Reception

**Ms. Henderson**

Learning Support Manager, EA

**Ms. Hields**

Registrar

*Avenue to Resolving Issues*

If students or parents have an issue or concern about a matter involving coursework or disciplinary action from a particular teacher, they should first try to resolve this concern with the teacher. If they are unsuccessful in this effort, the class guardian or High School Chair should be contacted to continue efforts to resolve concern. The Student Support Group will explain other courses of action to students or parents if they are needed.

## School Protocol

### Hours

Arrival time:	8:20am
Classes begin:	8:28 am
Dismissal:	3:15 pm Mon to Thurs 12:45 pm Friday
Morning Break:	10:30-10:45
Lunch:	12:30-1:10pm

Some days, lunch is offered for purchase. On the days when no lunch is offered, each student is expected to bring his/her own lunch and snack, unless the student has a permission form signed for the off-site lunch. Specific grades will have off-campus privileges on designated days.

**After Hours: 3:30- By this time, all students should leave the school building unless they are participating in an after-school activity at WWS**

### Tardiness and Absences

Students are responsible for reaching all classes, assemblies, and other events on time. Attendance is checked at the beginning of each class, and a record is kept at reception.

Students should be seated and ready to work at the start of each class, otherwise the student is tardy. If a student arrives after 8:35 they must report to the school receptionist to receive a late slip, which they will hand to the teacher upon entering the class.

Students are expected to attend all pedagogical field trips and activities as outlined in the curriculum. Students are also expected to attend the Winter Festival, Christmas Fair. Grade 8 – 10 students are encouraged to attend all Plays and Project presentations. Grade 11 students must attend the Senior Project Presentations.

### Early Dismissal

Students are not permitted to leave school early for any reason other than illness or a family medical emergency without prior written consent.

#### Procedures:

- Notify your guardian or teacher if you are ill and go to the main office.
- The receptionist will contact your parent/guardian who must then come to pick you up.
- Ill students will not be sent home on their own unless permission from parents is given over the phone.
- If there is a family emergency, parents should contact the High School Chair or the Head of School.

Always sign out at reception before leaving campus.

### Check-Out

Students must checkout with their teacher at dismissal time before leaving school at the end of the day. Checkout is preceded by participation in daily clean-up of the school.

### Planned Absence Procedure:

Please refer to the Planned Prolonged Absence Procedure

Alternate Education Program:  
Please refer to the Alternate Education Policy

#### Doctor and Dental Appointments

Every effort should be made to schedule medical appointments outside of school hours. If your doctor or dentist can only see you during school hours, then submit a note from your parents explaining your absence before the absence occurs.

#### Completing Missed Assignments

Students are responsible for determining what work was assigned during their absence and for making arrangements with their instructors to complete all assignments.

#### Unexcused Absences

If an absence is unexcused, it will be at the discretion of the student's teacher whether or not make-up of missed work will be allowed. The reason for the absence will be one factor determining the instructors' decisions. If a final exam or any other exam is missed, there may be no make-up test and thus the student will receive an F for that exam. If the main lesson book is not turned in because of an unexcused absence, an F may be given for that book.

#### Consequences of Missing Classes

Missing high school classes can seriously affect a student's ability to participate in the class. Missing more than one day of main lesson, due to unexcused absences (holidays, etc), can adversely affect a student's understanding of the material, which can subsequently affect the final grade.

A poor grade will be reflected on the student's transcripts, which may be relevant for admission to college/university. In some classes, missed work cannot be made up. For example, if a student misses two or three days of scientific experiments that provide the core of the main lesson block, he or she cannot make these up, and the entire main lesson block is jeopardized. In such cases, the student may receive no credit for a class, which will then have to be made up in summer school if the class is required for graduation or for college/university admission.

#### Student Absence Guidelines

The following are guidelines for faculty use in managing student absences

##### Main Lesson Classes

Typically 1-3 days, or up to 20% of class time	Student can make up work for full credit
Typically 4 or more days, or more than 20%	Student will not receive credit and will either drop or audit the course

If a course is dropped or audited it will not appear on the transcript. Agreements for completing any necessary make up credits for graduation must also be developed in writing with the student, parents, advisor, and HS Chair.

##### Track Classes

1-9 <u>periods</u> absent or up to 10% of class time	Student can schedule make up for full credit
9-18 <u>periods</u> absent or 10-20% of class time	Teacher to outline select make up work for Pass/Fail grading OR student receives an incomplete grade until all work is completed.

Over 18 periods absent or more than 20%

Student will not receive credit and will either audit or drop the course (see above)

These are general guidelines. Total number of absences for classes meeting once or twice a week will be fewer, but the class percentage can still serve as a guideline. Decisions about how to manage absences of specific students may vary depending upon the course impacted, the circumstances surrounding the absences and the capacity of the individual student to complete make up work with minimum or no direct instruction.

#### Accidents, Illness, and First Aid

An accident or illness that requires attention should be reported immediately to the school office. First Aid supplies for minor accidents are available in the Spruce Grove Field House in front of the reception desk. Paramedics will be called if needed.

#### Expectations for Dress

Please refer to the School Logo and Dress Code Policy:

Our school environment is one where we wish to encourage and nurture reverence and a strong relationship to the living images and ideas that the Waldorf curriculum strives to provide. We value the importance of warmth, comfort, neatness and simplicity and ask that the clothing the students wear to school reflect these values.

Our aim is to provide a classroom and learning environment that is free from distraction and unnecessary visual noise and which is conducive to allowing the inner imagination and individuality present within each student to flourish under the guidance of their teachers.

Our intention is to inspire individual creativity and expression and to create and nurture a healthy learning environment by limiting visual distractions and excessive marketing messages, whilst maintaining a spirit of expression and openness around dress.

#### Dress Code

1. Students come to school dressed appropriately for the weather. If physical health or safety is at risk (at teacher's discretion), teacher's may ask students to change their clothes, or may provide alternative wear.
2. At school festivals and concerts teachers may request students to wear certain clothing.
3. Hats may be worn indoors, at the teacher's discretion, in high school ONLY. Individual teacher's wishes are to be respected. Logos or script on hats are not bigger than two fingers in length or width.
4. Midriffs (sternum to hips) are covered.
5. All tops have straps.
6. Legwear is mid-thigh or longer in length, opaque, and without large tears or holes.
7. Undergarments remain under garments.
8. All the above, and/or dress/logo infractions can be determined at the teacher's discretion at any time.

## Logos

- Indoor clothing and athletic wear is free of logos, writing and slogans that are larger than the size of the student's fist. Outdoor clothing such as rain or snow gear is exempt from this.
- Logos, images or slogans are not scary, disrespectful, offensive or overly distracting (at teacher's discretion). They do not reference television, comic or mainstream media.
- Team clothing (sports teams, artistic or musical clubs, camps and events) which students are active participants are permitted so long as they do not include corporate logos or sponsorship advertisements.
- Students in Grade 12 may wear clothing that have logos, writing or images that are larger than their fist if the logos are:
  - Congruent with our school's vision and mission
  - Developmentally suitable for students in lower grades to be exposed to (see logo and dress code policy above)
  - Not overly distracting
  - All of the above are at teacher's discretion

In the spirit of festive celebration, it is important that appropriate attire be worn to reflect the special mood of the day. Festive dress occasions might be school assemblies, festivals or school events. It is very important that everyone knows when festive dress is required. Most of these days are designated on the school calendar. A teacher might also require festive dress for a special activity or class trip, in which case parents will be notified.

In light of the above, festive dress for all grades is defined as clothing appropriate to the spirit of the festivity or season, such as

- *Dress shirt/blouse with optional tie, sweater, vest, jacket or blazer with dress pants, skirt or dress, and dress shoes*
- *No clothing with rips or holes, no sweats (pants or tops), no T-shirts*

Students may change into regular dress for the rest of the school day

## PE Dress

Students are required to change into active clothes or outdoor gear for their outdoor movement classes. The following has been established as appropriate dress for P.E. classes:

- Athletic shorts or sweatpants
- T-shirt or sweatshirt
- Rain or snow gear if needed due to weather
- Athletic shoes (rain/snow boots)

After each movement class, the students should change back into their school clothes. For example, if a student has chosen to wear a T-shirt to school, he/she will need a different T-shirt for P.E. or after P. E. Students self-assess their preparation and participation levels every class. Poor preparation for P.E. class will significantly impact student's mark.

## Science Dress

Students are required to wear closed toed shoes and their hair tied back in Science class.

## Driving and Parking

All drivers must observe the traffic flow patterns. These rules are for the safety of our students, and not observing them will likely lead to the revoking of driving privileges for the offending student. Vehicles are to be used only for travel to and from school and not during the school day. This includes not using vehicles during lunch and recess. Lunch time vehicle use is exempt for grade 12 students according to the Grade 12 Off-Campus Lunch Permission Policy; associated permission form must be on file and signed by a parent prior to a Grade 12 student driving off campus.

## Off- Campus Lunch Privilege

Students may be awarded off-campus lunch privileges if a signed parental permission form is on file with the school office and if the student has checked out using the lunch sign out procedure in the field house. Respective grades may leave campus for the following number of days per week, according to the schedule set by the High School Chair:

- Grade 8 – 1 day per week (September – December), may earn 2 days per week (January – June)
- Grade 9 – 2 days per week
- Grades 10-12 – 3 days per week

Students must return by 1:10 to allow time to sign in and use the washroom before the start of period 3 at 1:15.

This privilege will be revoked if the student is late to class or abuses the privilege in any way. Junk food and pop are **not** allowed at school. Students may sign out during lunch for the purpose of purchasing lunch from Riverside or the Nesters complex only. Should a student cycle or skateboard, safety equipment, such as helmets, must be worn.

## Academic Responsibilities

Students at WWS are expected to take full responsibility for their education and in particular their academic work. The various discussions in this section give a clear picture as to what the expectations are concerning academic responsibility. A student having academic difficulties or falling behind for any reason should speak the teacher or their advisor as soon as possible. Parents are also encouraged to contact their student's teachers in the event their student is having difficulties in any course.

## Class Work

Students are expected to fully participate in all classroom activities, discussions, and field trips. A significant part of the final evaluation for each class will be based on classroom participation.

## Homework

Students are responsible for completing all assignments on time and for understanding exactly what is expected. Questions about any assignment should be taken to the teacher and resolved well before the assignment is due. Homework is assigned with purpose. It allows students to recreate the images from main lesson, exercising inner creativity and deepening thoughts. It supports the development of imaginative thinking and creativity. Homework from track lessons allows for review and reinforcement of class work and to bring subjects, such as music, into the home and daily life. All homework assists in

developing organizational skills and self-discipline. The homework guidelines below are expected 5 nights a week.

Grade 8: 45 min

Grade 9: 1 hour

Grade 10: 1.5 hours

Grade 11: 1.5 hours

Grade 12: 2 hours

#### Main Lesson Books

Main lesson books are marked according to quality and completeness, and often constitute a major portion of the student's final evaluation for the class. Books must be submitted on time and **arrive at the time requested by the teacher whether or not the student is in school**. Under extenuating circumstances, please see late work.

#### Study

When a study is provided, it is expected that everyone's right to a quiet time for study will be respected. The same rules of good conduct are observed in the study hall as in the classroom. Students should arrive on time to the designated study hall room and either work or read. The study hall supervisor will monitor a quiet work environment.

#### Learning Support Student Work Area

This is a quiet working area. Computer use is allowed for schoolwork only, as authorized and supervised by a teacher. No earphones or electronic devices are to be used.

#### Testing

Teachers may elect to test their students at their discretion anytime during their block or track class. During their block or track classes, students should be prepared for any testing if they have kept up with their homework assignments and participated fully in class work. Teachers may elect to give a final exam for any block or track class.

#### Progress Reporting

Reporting on high school work will be timely. This means that it is expected that student work will be completed on time and that it will be assessed and returned promptly. The general rules are as follows:

- Main Lesson books/portfolios are handed back three academic weeks after submission;
- Main Lesson tests, essays, projects and other assessments are handed back within two academic weeks of submission;
- Track lesson quizzes and tests are handed back within one academic week of submission;
- Track lesson essays, projects and other assessments are handed back within two academic weeks of submission.

## Athletics and Extracurricular Activities

When a student participates in after-school activities, such as sports or art club, he or she is responsible for maintaining good academic standing and completing all assigned work. If a student's academic standing is jeopardized by participation in sports or other activities, it will be expected that a student may have to give up the activity for a time. If a student receives less than a 60% he or she may not participate in extra-curricular activities until the grade is recalculated in the next quarter. Students should consult with their advisors if they find themselves in this situation, and hopefully arrangements can be made to help them maintain their academic work and continue to participate in the activities that they enjoy. Students should never hesitate to seek help in such a situation.

## Academic Honesty

It is expected that students will be responsible and honest about completing their own work, achieving their own test results, writing their own papers, and generally taking responsibility for their education.

**Cheating and plagiarism are unacceptable actions in a community based on respect, trust, and honesty and will result in disciplinary action, possibly including failure in the course or other steps deemed necessary. Any incidents of plagiarism will be referred to the Discipline and Guidance Chair.**

When you **plagiarize** by giving, receiving or copying homework or test answers, you are violating the trust and honor established between you and all the other students and the faculty. When you **plagiarize** another person's words or ideas without acknowledging the source, you are also violating this trust. You should clearly give credit to any work that is not your own. It is perfectly legitimate to use the words and thoughts of others, but proper acknowledgment must be given.

## Evaluation & Grades

### Evaluations

Narrative evaluations are posted in the parent portals at the end of each semester and include reports for main lessons and blocks that concluded during the semester and for all ongoing skills, music, and movement education classes. **Evaluations will give: 1) an assessment of the student's work (including, when appropriate, quiz averages, final exam results, class participation comments, homework completion, and main lesson book assessment), 2) what the student did well, and 3) where the student can improve in the future.** Contact the teacher of the class with any questions about evaluations.

### Grades

Grades are recorded by the Registrar for grades 10-12 so that transcripts can be issued upon transfer or graduation.

For grades 8 to 12, Grades will be given on report cards based on the grading matrix provided by the BC Ministry of Education as outlined below.

## GRADING SYSTEM

LETTER GRADE	PERCENT GRADE	PROFICIENCY SCALE	CHARACTERIZATION
A+	95-100	<b>Extending:</b> <i>Sophisticated understanding</i> of concepts and competencies in relation to the expected learning	<i>Outstanding</i> in all respects.
A	90-94		<i>Excellent</i> . Regularly exceeds expectations in all areas.
A-	86-89		<i>Excellent</i> with areas of minor difficulty.
B+	81-85	<b>Proficient:</b> <i>Complete understanding</i> of concepts and competencies in relation to the expected learning	A <i>high level of achievement</i> falling short of excellence.
B	76-80		<i>Very good</i> . Consistently meets or exceeds expectations.
B-	73-75		<i>Very good</i> with areas of difficulty.
C+	67-72	<b>Developing:</b> <i>Partial understanding</i> of concepts and competencies in relation to the expected learning	<i>Good</i> . Meets basic expectations, occasionally exceeds them.
C	60-66		<i>Fair</i> . Meets only the basic expectations.
C-	50-59	<b>Emerging:</b> <i>Initial understanding</i> of concepts and competencies in relation to the expected learning	<i>Poor</i> . Often does not meet expectations.
F	0-49		Student has not met basic requirements.
I			In progress. At risk of failing; must meet basic requirements in order to receive passing grade.
N/A			Not applicable. Credit, but no mark given; see written comments.
N/P			Assessment not possible. No credit given; see comments.

The successful completion of a course numbered 10, 11 or 12 requires a minimum of a C-. 50%

## Incompletes

When a student is unable to complete all of the work for a class, the teacher may elect to issue an Incomplete and stipulate the following: 1) the specific work to be completed, and 2) the date by which it is to be completed. If the work is not completed by this date, the Incomplete automatically becomes either an F or the appropriate grade as determined by the teacher based on the completed work.

## Unsatisfactory and Incomplete Work

If a student has done consistently poorly on tests, failed to turn in assignments or to do assigned reading, a student support process will be put in place. If students have difficulty keeping up with the requirements of a course, they should speak with the teacher or their academic advisor about arranging the help needed to get back on track. This may include arranging tutorial help.

## Student Support Process

When a student is observed as having difficulties in the classroom or in social settings (educational, developmental, behavioral) that are not easily resolved or are ongoing, the student may be referred to the Student Support Executive Group (SSEG). The following process is used to bring resolution to the difficulty (as shown in the Student Support Handbook). This process is meant to clearly describe the processes in place for questions and conflict resolution at the Whistler Waldorf School. Not all disagreements will be solved to the mutual satisfaction of all parties, but we strive to be clear and transparent in our process and to address concerns and questions promptly as they arise.

## Audit

If a student misses a significant number of classes in a block or if the student's best efforts result in his/her failing the course, the teacher may give the student an Audit (no credit, no grade). If this course is essential for graduation or college entrance, the student will be required to make up the course in summer school.

## Academic Probation

A student may be placed on academic probation when he or she has not demonstrated the expected responsibility required in his or her academic work. Dismissal may result unless the student takes the responsibility required. During academic probation, the student may be expected to make up work or to demonstrate an improved attitude concerning the work that is expected. The privilege to participate in extracurricular activities and social events is withdrawn during Academic Probation.

## Conduct

Cooperation and respect for everyone in our community are two of the core values of the Whistler Waldorf High School. We have unreserved respect for individual differences in socio-economic background, ethnic origin, gender, race, religion, and sexual orientation. All members of the Whistler Waldorf School community must, at all times, conduct themselves in a manner which shows respect for self and all other members of this community, whether they be adults or other students. Demonstrating a lack of respect for another is an act that threatens the ability of the school to function as a community. Swearing, obscene or anti-social language, any form of harassment, whether verbal or physical, are serious violations which cannot be tolerated. In order to maintain a community that is sensitive to and respectful of every member, the following guidelines are suggested in the event of behavior- verbal or physical- that seems inappropriate or provocative:

- Let the offending person or people know that you want the behavior to stop. Say no firmly. Do not apologize. Speak directly and give a clear message about how you feel.
- If you do not feel comfortable confronting the person alone, take a friend along or write a letter.
- Speak promptly with an advisor or teacher about the situation. That person, in consultation with you, may refer the complaint to the appropriate person or group. If you do not feel comfortable speaking with an adult, take a friend along, or write a letter.

When a serious breach of respect occurs, the Student Support Group Coordinator will take action based on the circumstances, which could include education, counseling, suspension or dismissal.

Student Conduct: Grade School/High School

At the Whistler Waldorf School, we have a code of conduct. We expect students to behave in a respectful way towards teachers, adults, classmates and towards property. Each teacher is responsible for discipline in the classroom. Students will be approached in a dignified and respectful manner and asked to comply with these standards of behaviour. If the code of conduct is not followed, we have discipline guidelines which will be followed. Our philosophy on discipline emphasizes the positive approach, in which the student is gradually led towards an experience of self-discipline. Student Conduct Expectations for our students:

- To come to school with a positive attitude towards learning and allow others to do the same.
- To respect adults, classmates and their learning environment.

The following is intended to be a guide to the rules which we feel are necessary for your child's safety and well-being. It is not conclusive:

- Students should not arrive at the school before 8:15 am nor stay after 3:15 pm. We are not responsible for students on the school property before or after school hours. Students are expected to be on time for the school day which starts at 8:25am.
- Electronic devices, comic books, knives or matches are not to be brought to school. They will be confiscated and returned to the parents in person.
- If bikes are ridden to school, they are not to be used during school hours on the premises.
- Students shall not leave the classroom during lesson time unless the teacher gives permission. Visits to the washroom should take place in the transition time between lessons.
- Students are expected to complete their homework as required by teachers.
- Students shall walk, not run, in the hallways.
- Students shall listen attentively, without interruption, while the teacher is speaking or when another student is contributing verbally to the lesson.
- Bicycle riding, scooters, skateboarding and rollerblading in the parking lot or on school grounds during school hours is forbidden.
- When on school grounds, children may not climb trees, roofs or fences at any time.
- Students may not kick, punch or hit or otherwise cause bodily discomfort to any other student at any time.
- Students may not swear or verbally threaten other students or adults. Language is inclusive and accepting of diversity.

- Students may not throw snowballs, take part in snow fights or face washing.
- Students are expected to respect the building, its contents, the grounds and gardens, and care for them appropriately.

Summary of Daily Conduct, Other classroom guidelines:

- Be on time
- No gum
- No food or drink unless specifically allowed by the teacher
- Exhibit respectful behavior to all
- Hats, caps, or hoods at teacher's discretion
- No iPods or cell phones, tablets, earphones, or other personal electronic devices. **Devices should be turned off once on school premises and stored in backpacks during school hours. Phones may not be used during morning break or between periods.** Students are asked to avoid cell phone use in the front play yards and use cellphones in front of the red roof building or in the high school buildings, when arriving and leaving school, specifically between 8:15 – 8:25am and 3:15 and 3:30pm as there are still many young children about the grounds.
- Smart watches are to be used as digital watches only, no personal electric device functions.
- **Do not mark, write on, or otherwise devalue the furniture and the facilities**
- As per the *Tobacco and Vapour Products Control Act (2016)* vaping and smoking is not permitted on the school premises.
- No Cannabis and alcohol on premises

#### Care of Our Campus

Students, faculty, and staff participate in keeping our campus clean and orderly. Respect for school property and care of our facility and grounds are important student responsibilities.

- Clean up desks and leave classrooms in an orderly fashion before proceeding to the next class or break.
- Cleaning assignments will be given out by the class advisor and will be carried out at the end of each school day.
- Recycle all paper products, cans, bottles, glass, and plastic containers

#### Campus Boundaries

The school property is bounded by the baseball diamonds to the south, the berm and forest to the north, the green houses and parking lot edge to the west and the forest to the east. Leaving campus in any form, including walking into the woods, parking lots, basketball courts or onto the paths beyond the school property is prohibited. These boundaries also apply to seniors who have off-campus privileges. The Fitzsimmons River can be a deadly hazard. The riverbank is out of bounds and students are prohibited from swimming or wading in the river at any time when they are under school supervision.

#### Conduct at School Dances/ Festivals/ Performances

- Prior to the event, make arrangements for prompt pick-up, and plan to leave within 20 minutes of the posted end-of-event time.
- The number of allowed guests per student is stipulated for each event.

- No smoking, drinking, or use of any drugs prior to, during, or after the event will be tolerated. Students will not be admitted if drug or alcohol use is suspected, and they will be subject to serious disciplinary action.
- School rules apply. Observe the best standards of decorum.

#### Conduct on School Field Trips

When away from school property, students are expected to act as ambassadors of WWS and are expected to follow the same rules of conduct as are stated for in school activities. Students who violate any school policies on drugs, alcohol and tobacco, or who display unruly or unsafe behavior while away from school grounds will be sent home immediately or prohibited from participating in the activity and will be subject to a mandatory referral to the Behavior Guidance Chair.

#### Conduct Concerning Personal Items

Students should keep personal items with them as they move from place to place on campus. Classrooms and common areas are not storage areas. The high school is not liable for the loss or theft of a student's personal property. Personal items may be stored securely in a student's locker, locked with an approved combination lock.

#### Vandalism

If a student participates in vandalism on the school grounds, disciplinary action will include detention, cleaning or replacement of furniture, fixtures, or any other damaged school property at the student's expense. Repeated offenses can lead to suspension and dismissal.

#### Disciplinary Procedures

When a disciplinary problem arises, the student should first attempt to work the problem out directly with the teacher involved. If this effort is not successful, the class guardians should be contacted, and every effort made to resolve the problem at this level. Parents may contact the class guardians or the advisor to help resolve or express concern about any disciplinary problem. Parents may be informed of behavioral problems through a Behavior Guidance support process. All actions taken by the faculty involving redemptive action, behavior guidance or discipline become a part of the school record of the student.

#### Dress and Logo Infractions

Teachers will observe and document infractions on attendance sheets. When there are three or more infractions, Reception will email the teacher and the Guardian. The High School Chair will speak to the student.

If there is another single infraction in a term, the High School Chair will contact the parents and a meeting will be held with the student and parents.

If there is another single infraction in a term, the Head of School will contact the parents and suitable clothing will be organized to be left at school to support dress code compliance.

#### Homework Club

Inappropriate behavior or other infractions of school rules or policies may result in homework club. Homework club time will be served on Thursday between 3:30 and 4:30 pm. Further consequences will result if this requirement is not fulfilled.

The following will be recorded and dealt with by the individual teacher and the student's advisor will be informed. The resulting detention will be served on Thursdays:

- Lateness to class (three times in a term to the same class)
- Incomplete assignments
- Failure to bring gym equipment or instruments (three times a term)
- Repeated gum chewing or food in class
- Repeated infractions of dress code
- Not attending a scheduled class or high school event without first obtaining permission to miss a class or event

The following are in the care of the student's advisor who will take the same steps as described above:

- Lateness in the morning (three unexcused or five excused in a term) will result in a conference with the advisor, parents and Discipline and Guidance Group
- Repeated failure to do one's cleaning task. The student will be reported to the class guardian and will be taken out of an activity on another day to do the uncompleted task or work a project for the school if the failure is repeated.
- Repeated infractions of the dress code
- Failure to wear festive dress as requested
- Lunch activities and boundary guideline violations
- Repeatedly leaving campus without permission
- Repeated misbehaviour at Assembly

#### Behavioural Concerns

Students are directed to the Discipline and Guidance Group when faculty members and administrators observe students "acting out." We consider "acting out" to be any behaviors that frequently disrupt learning in the classroom, are unsafe or are harmful towards others. When disorientated students push the school's behavioral boundaries, teachers and administrators provide clear and firm guidance to help students find their footing at school. We consider "acting out" to be any behaviors that repeatedly disrupt learning in the classroom or are hurtful toward others

#### Disciplinary Probation

A student may be given a specific period of time to resolve a behavioral problem, during which time he or she will be placed on Disciplinary Probation. During this time, the student may be given specific tasks to perform that are relevant to the situation. The privilege to participate in extracurricular activities and social events may be withdrawn during Disciplinary Probation.

#### Drug Abstinence

When each student applies to the school he or she agrees to support and comply with the WWS policy of prohibiting student use of alcohol, illegal drugs, and tobacco. Please see the section on Drug and Alcohol Policy.

#### Suspension

When a student is given a suspension from classes, parents are notified. The Behaviour Guidance Chair and Director of Education will be immediately notified. A parent conference that includes the student and his or her class guardian or advisor is mandatory before the student can return to school or class. A suspension may be for one or more days, depending on the seriousness of the behavior.

## Dismissal

The faculty, staff, and student community work together with cooperation, respect, integrity, trust, and honesty. Every effort will be made to help students and their families resolve any problems that may arise. If, however, a problem remains unresolved, a student may be dismissed from the high school through a Discipline and Guidance Process.

## Student Programs

### International Exchanges

We are pleased to support international exchanges to our grade 10 students and their counterparts in Waldorf high schools. Students can obtain an application from the exchange coordinator Ms. Henderson. Students must be recommended by their teachers and advisors as candidates who have a solid academic record, can adapt to a new and unfamiliar culture, be successful in a boarding situation with a family for at least 8 weeks, and act as ambassadors of our school. The school supports students in seeking out exchange opportunities, but the organization of logistics is the responsibility of the student and his/her family.

### Work Experience

The work experience program is offered to grade 8, 9 and 10 students. During the first two years of the program the emphasis is on community building and group work. In the third year of the program, the students will work with a social or humanitarian organization. Students in grade 11 complete their own work experience by visiting post-secondary institutions of interest, during school breaks. In the final year, students will find a placement related to their post-secondary interests, Grade 12 Project thesis, or future career interests. In Grade 12, students work with a humanitarian, environmental or other organization as part of their Graduation Trip.

### University and Career Exploration

This program assists students in identifying where they stand academically and to find avenues to enhance their credentials through academic or community programs.

Students will be exposed to a variety of career opportunities that involve post-secondary education through universities, colleges or trade schools.

Post-Secondary schools will be invited to attend Whistler Waldorf School for presentations explaining what their school has to offer our senior students. When it can be arranged, students will have opportunities to attend universities and trade school open houses and/or campus tours.

Students will explore and define areas they find interesting. Assistance applying to appropriate schools will be available. Emphasis will be placed on effectively presenting their personal characteristics to post-secondary schools.

Information regarding financial aid, scholarships, and bursaries will be discussed and available to students and their families.

Typically, students take on increasing responsibilities for themselves in organizing this process, meeting deadlines and making a series of minor and major decisions as they define themselves and decide on their future path. At the same time, parents become more like consultants to their young adults as opposed to being manager of their children. Successful engagement with this journey of discovery usually enhances family functioning and the maturity of their emerging adult.

### Counseling

If assistance is needed, referral lists of outside professionals are made available.

## Student Life

### Weekly Assembly

Every week, the entire high school meets for an all-school assembly. At the conclusion of each assembly, students, faculty, and staff may make announcements about upcoming events and activities.

### Class Guardian

The class guardian advocates for the students, leading them in class meetings, holding parent evenings, attending class functions and arranging group trips. Their role is to assist the group in finding its center and being the class administrator. The guardians take responsibility for group communications, social dynamics, and parent enrichment.

## Special Policies

### Technology Use Policy

Waldorf education is dedicated to cultivating the human senses as truthful windows into the world, and to strengthening the will. The work introduced in the classroom draws upon the students' finer sensibilities, encouraging them to listen, reflect and discriminate in a concentrated way. The present onslaught of the media on students attacks their developing senses with surrogate impressions and lames their will. It affects the students' receptivity to learning and concentration and can contribute to a materialistic acquisitive attitude toward the world, which we do not want to encourage. We urge all students to show discretion and moderation in their use of electronic media and require that it remain turned off at school. We ask for parental support in this area.

### Conduct Concerning Personal Electronic Devices and Cell Phones

**To protect a human atmosphere at school, we do not allow students to use electronic entertainment devices in school or on school trips. Prior permission from the teacher in charge must be obtained to use electronic devices. Otherwise, such apparatus will be confiscated and kept in the office until the end of the school day or kept with the trip leader until the end of the trip.**

- **Phone calls may be made at lunchtime only from reception. Cell phones will be confiscated if they are visible or audible during school hours. Devices should be turned off once on school premises and stored in backpacks during school hours. Phones may not be used during morning break or between periods.** Students are asked to avoid cell phone use in the front play yards and use cellphones in front of the red roof building or in the high school buildings, when arriving and leaving school, specifically between 8:15 – 8:25am and 3:15 and 3:30pm as there are still many young children about the grounds.
- Headphones and iPods or MP3 players, **which may not be used during the school day**, will be confiscated if visible. This extends to all school trips and events

Violation of these rules will result in the following:

**1<sup>st</sup> violation:** device is delivered to reception and will be held by the High School Chair until days end.

**2<sup>nd</sup> violation:** device is delivered to reception and held by the High School Chair until parent is able to pick up device.

**3<sup>rd</sup> violation:** mandatory parent meeting and possible mandatory cell phone check in for the remainder of the year.

## School Technology Resources

Technology resources are provided by the high school for use as educational tools. Technology includes, but is not limited to, computers, tablets, radios, CD players, digital cameras, video cameras, digital projectors and screens, recording and video editing equipment, speakers, microphones, and amplifiers. Students are liable for this equipment, and they and their parents will be held responsible for damages to or loss of any equipment they use. Students should be certain they understand proper use of equipment provided to them.

## Guidelines and Policies for Computer Technology Use

To protect a human atmosphere at school, we do not allow students to use electronic devices in school or on school trips. Prior permission from the teacher in charge must be obtained to use electronic devices. Otherwise, such apparatus will be confiscated and kept in the office until the end of the school day or kept with the trip leader until the end of the trip.

There are two principal guidelines that govern computer use in the high school.

**1. Students may use school computers in the following circumstances:**

- During classes in which computers are typically used (e.g. computer lab, digital arts, and science classes), study halls, break, lunchtime, or after school **if supervised by an instructor who is present in the room of use.**
- For purposes supporting your course work, including word processing, Internet research, and use of other software associated with specific classes.

**2. Personal use is not permitted except in Grade 12. Please refer to the Personal Laptop Use Policy**

**Students using computers should be aware of the following policies pertaining to computer technology use:**

- Students are expected to respect the security, integrity, and configuration of the school networks as well as individual computers. Permission from the network administrator is required to download any software, shareware, or freeware. Because computers are shared by many individuals, making changes in desktop and screensaver backgrounds is prohibited.
- If you have any questions about copyright laws or acceptable use of written or electronic material, consult with your subject teacher.
- Appropriate use of the Internet is each student's responsibility. The school cannot be held liable for unacceptable use. Certain material on the Internet is highly objectionable. Accessing sites that promote illegal acts, violence, pornography, or are similarly objectionable is prohibited. In this regard, parents should review and articulate expectations with their students.
- The school reserves the right to monitor any information stored or transmitted over its networks and to monitor the activities of computer users, including, but not limited to, any websites or other Internet services accessed by the students.
- The school provides a limited amount of storage space for students wishing to save computer files on the school network. While the school makes every effort to maintain the integrity of these files, it shall in no circumstance be held liable for lost or damaged data.
- Information stored on the school network should pertain to the educational mission of the school. Illegal and/or objectionable material may not be stored on the school network. The school reserves the right to permanently remove any such files.

## Drug and Alcohol Policy

Our goal is to create a healthy social-emotional environment for the entire community of students, families and faculty/staff. We strive to assist students and families to remove any obstacles to the full development of each student's academic, emotional, social and spiritual capacities and potential over the five years of high school.

In healthy adolescent development, the young person's well-being, social awareness and active thinking enhance one another. As Waldorf teachers, our work can be effective only when all of these qualities are nurtured. The use of drugs or alcohol severely inhibits thinking and social awareness. These substances are physically debilitating, socially destructive and extremely damaging to processes of thought, perception and creativity.

We prohibit any use of drugs or alcohol by Whistler Waldorf students on school property. The faculty also recognizes that weekend/ vacation use of drugs or alcohol by students affects the quality of their work and their ability to participate in the school community.

**Any student may approach any administrator or faculty member to discuss concerns about their own substance use or the substance use of a friend or classmate. This information is held in strict confidence within certain legal limits. Students will not be disciplined for admitting their drug use. They will receive a referral to outside programs and professionals as appropriate.**

**However, alcohol and drug use is illegal. Students who are under the influence of or bring drugs or alcohol to school, to any school sponsored function or to any event at any other school may be subject to dismissal from the high school.** Students should understand that, not only are they jeopardizing their own health and welfare, but they are placing unintended pressure on their peers to participate in substance use and they create possible unintentional consequences to those around them, including parents.

## Drug and Alcohol Policy Guidelines

**If a student has consumed alcohol or taken drugs and is found in or upon any school premise or at any school function; brought alcohol or drugs in or upon school premises or to any school function; has in his/her possession alcohol or drugs; consumed alcohol or taken drugs while in or upon any school premises or at any school function, the school will proceed with the following:**

Inform the parent or guardian of the student, where possible in person or by telephone and, notify the parents in writing.

Arrange for a formal interview with the parents or guardian and the student at the school to discuss the circumstances of the incident and provide the parent or guardian with a copy of this policy.

Following these steps, the Discipline and Guidance group may:

- suspend the student;
- take some other form of corrective or disciplinary action such as:
- place student on probation
- dismissal

### Tobacco and Vaping Policy

Like other drugs, tobacco and vaping is a highly addictive substance with potentially deadly consequences. Its possession by and sale to minors under the age of 18 is illegal. Students must not use tobacco or vaping products on campus, at any school function, during travel to or from any school function with other students, or at any other school. Use of tobacco includes exhibiting tobacco products or vaping products or storing them in a manner that is generally visible to others.

### Harassment Policy

The Whistler Waldorf School (The School) mandates that the purpose of this policy is to ensure to all students their right to learn, work, socialize and fully participate and attend The School in an environment free from any form of discrimination or harassment and to treat and be treated with dignity and respect. This policy also underlines the seriousness of harassment in schools and urges all teachers, staff, parents, community member and students to work toward its elimination either as a participant or (and equally as important) an observer. There is no acceptable level of harassment in the Whistler Waldorf School.

This policy shall apply to all Whistler Waldorf School buildings, worksites, vehicles, property and includes outdoor activities, sports activities, school sponsored trips, off- campus gyms, events, or any other school activity. This policy also covers harassment (at times referred to as bullying) that happens away from the school setting or by way of social or electronic media if it has a negative effect on school or work relationships. Please also see the school's anti-bullying, harassment and discrimination protection policy.

### Weapons Policy

Any student found with a weapon at school will be automatically suspended for at least one day with further disciplinary action possible. Weapons include anything from knives to pyrotechnic devices. If you are unsure if something could be considered a weapon, leave it at home.