



# High School STUDENT HANDBOOK

**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.

## Morning Verse

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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

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## Our Shared Values:

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

# School Protocol

## HOURS

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

Some days, lunch is offered for purchase. On the days when no lunch is offered, each student is expected to bring their own lunch and snack, unless the student has a permission form signed for the off-site lunch and they are permitted off-campus.

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.

## ATTENDANCE

Regular attendance is an important part of good citizenship and essential to success in school. The Attendance Policy stipulates the maximum number of absences allowed and the process for reporting an absence.

## LATES

Arriving on time to class demonstrates respect for one's teachers and classmates. Being punctual is a way of showing courtesy and consideration to others. Attendance is checked at the beginning of each class, and a record is kept. Students should be seated and ready to work at the start of each class.

If a student arrives after 8:30 they must report to reception to receive a late slip, which they will hand to the teacher upon entering the class.

Parents will be informed via email if a student has arrived late three times per term. High School 'late' consequences:

- 3 unexcused late arrivals will result in disciplinary action (loss of off campus lunch privileges/restorative action)
- Subsequent late arrivals will result in a meeting with administration to discuss and document attendance concerns

Students are expected to attend all pedagogical field trips and activities as outlined in the curriculum including concerts, presentations and plays. Outside of school hours, students must attend the Winter Festival, Winter Fair, Festival of Courage, and Grade 7 Moving Up Ceremony. Grade 11 students are required to attend the Grade 12 Project Presentations.

## EARLY DISMISSAL

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

Procedures:

1. Notify your teacher if you are ill and proceed to Reception
2. The receptionist will contact your guardian(s) who must pick you up
3. All students will not be sent home on their own without prior permission from the student's guardian.

If a family emergency necessitates an early dismissal, the student's guardian must contact Reception. Students must 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

## **APPOINTMENTS**

Every effort should be made to schedule appointments, such as doctor, dentist or driving lessons, outside of school hours. If your professional can only see you during school hours, then parents must submit a note to Reception explaining the absence before it occurs.

## **ABSENCES & COMPLETING MISSED ASSIGNMENTS**

Missing high school classes can adversely affect student learning and jeopardize academic achievement. Students are responsible for determining what work was assigned during their absence. This will include checking lesson plans on Planbook and contacting their teacher to make arrangements to complete all assigned work, and schedule missed assessments. Students who miss assignments/assessments, and subsequent deadlines, will receive a 'zero' grade until the assignment/assessments is complete and arrangements are made with the teacher for submission.

For additional information on regulations and procedures surrounding absences, please refer to the Attendance Policy.

Students who feel ill must see Reception before leaving the school grounds. Students should not phone parents before Reception verifies the student should go home. Students sign out at reception prior to leaving campus.

### **Requests for Excused Absences**

If a student will be absent from school for some reason other than illness or injury, his or her parents should write a note in advance to Reception explaining the reasons for the absence and requesting that the absence be excused. In the vast majority of cases, such requests are granted.

## **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.

## **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. Students are permitted to drive off campus during off-campus lunch breaks providing that they adhere to appropriate license restrictions and have a copy of the Lunch Driving Permission Form completed. Only grade 11 and 12 students, with completed Lunch Driving Permission forms, are permitted to be passengers in student vehicles. All students are expected to return to class on time, otherwise lunch-time driving and off-campus privileges will be revoked.

## **E-BIKES & NON-VEHICLE TRANSPORTATION**

Should a student cycle or skateboard, safety equipment, such as helmets, must be worn. Only one person per bicycle (including e-bikes) is permitted on school campus and during school hours. Cyclists must adhere to all rules for bicycles on the road, in accordance with BC Provincial and Municipal laws and regulations.



## OFF- CAMPUS LUNCH PRIVILEGE

Students may leave campus on permitted days for lunch providing 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. Students must sign themselves in and out and are not permitted to sign for other students.

Occasionally, students will be required to stay on campus at lunch for special events (festivals, pot-lucks, presentations, trip prep, etc.) and this will be communicated to students during assembly at least 1 week in advance. Students must return and sign-in by 1:10 to allow time to sign in and use the washroom before the start of period 3 at 1:15. Healthy eating and food choices are strongly encouraged. Teachers may ask students to pack away junk food, either purchased off-campus or brought in their lunch from home.

Off-campus lunch privileges will be revoked if the student is late to class or abuses the privilege in any way.

- Grade 8 – Tuesday, with the potential to earn Thursday in Term 2
- Grade 9 – Tuesday and Thursday, with the potential to earn Wednesday in Term 2
- Grade 10-12 – Monday, Tuesday, Wednesday and Thursday



# Expectations for Dress

Participating in society requires certain dress for different roles, occasions, and events. Dressing for education, and attending school, is the same. Our dress code, and its implementation, is intended for students to demonstrate their dedication to their education, be positive role models for all ages of students, present as ambassadors of the school and above all be functional for learning. Furthermore, 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), teachers 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 teachers wishes are to be respected. Logos or script on hats are not bigger than two fingers in length or width (less than 1 inch).
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 (less than 3 square inches).
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. In the event of an ambiguous clothing choice, the Vice Principal or Principal will make the final decision of compliance.

## LOGOS

1. 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.
2. 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.
3. Team clothing (sports teams, artistic or musical clubs, camps, jobs and events) which students are active participants are permitted so long as they do not include corporate logos or sponsorship advertisements.
4. Students in Grade 12 may wear clothing that have logos, writing or images that are larger than their fist if the logos are:
  - a. Congruent with our school's vision and mission
  - b. Developmentally suitable for students in lower grades to be exposed to (see logo and dress code policy above)
  - c. Not overly distracting
  - d. 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)
- Long hair tied back, no loose clothing or jewelry

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/PRACTICAL ARTS DRESS

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

## DRESS CODE INFRACTION CONSEQUENCES

Students not dressed in dress code will be asked by teachers, staff, or administration to change into school provided clothing immediately. The Vice Principal or Principal will be available to make any ambiguous dress code decisions. Parents will be notified via email by the teacher or Vice Principal. School clothes will be collected at the end of the day and washed.

For additional details on expectations for dress please refer to the School Logo and Dress Code Policy.



# Academic Responsibilities

Students at WWS are expected to take full responsibility for their education and in particular their academic work. A student having academic difficulties or falling behind for any reason should speak to the teacher or their guardian 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 EXPECTATIONS

Students are expected to actively participate in all classroom activities, group work, discussions, and field trips. Students are also expected to complete all assignments and assessments, on time, and to the best of their ability. All courses, track and Main Lesson, will have a syllabus or outline provided by the teacher within the first week of the course. Students are responsible for knowing the expectations of a course, assessment methods, assignments and due dates as outlined in the course syllabus. Parents may email teachers at any time to request a copy of the course syllabus.

## HOMEWORK

Students are responsible for completing all assignments on time and for understanding and adhering to expectations. 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 the 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. Homework guidelines are the expected time for the average student's capacity and ability and are averaged per day. It is expected that students will have days/weeks/months that vary from these guidelines and will vary depending on course load.

Grade 8	Grade 9	Grade 10	Grade 11	Grade 12
45 min	1 hour	1.5 hours	1.75 hours	2 hours

## COURSE ENROLLMENT

Students are automatically enrolled into all core courses at that grade level at the beginning of the school year. This includes Main Lessons and track classes. Exceptions may include students who have documented course exceptions in their IEP or ILP's. AEP students or parents may apply to the Vice Principal, in writing, to drop or change courses in support of their program. Students are required to enroll in and complete all core courses offered, unless otherwise approved by the Vice Principal or Principal.

## ELECTIVE COURSES

Elective courses are selected online by students/parents in the previous school year. Elective course enrollment is limited to a certain number of students and is filled on a first-come-first-served basis. Once elective courses are selected, enrollment will be confirmed prior to the start of that course. Change requests to elective course selection should be submitted to the Vice Principal, in writing, no later than **two weeks** after the start of the course.

Grade 12 students may request to withdraw from 1 elective course per term. Elective course withdrawal requests should be submitted to the Vice Principal, in writing, no later than two weeks before the start of the course.

## ONLINE COURSES

For exceptional learning requirements, such as required post-secondary credits or specific learning needs, students may be granted permission to withdraw from a core course in the High School and instead enroll in an online course. Students are not permitted by the BC Ministry of Education to be cross enrolled in a course at multiple institutions, for instance at WWS and online simultaneously. Requests to withdraw from a course and enroll in an online course should be submitted to the Vice Principal, in writing, no later than two weeks before the start of the course. For more information, please read the Online Course Policy.



## MAIN LESSON PORTFOLIO

Main lesson portfolios are marked according to quality and completeness, and often constitute a major portion of the student's final evaluation for the class. Portfolios 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, students are expected to contact their teacher and request an extension.

## STUDY SPACE

When study time 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 space as in the classroom. The study space supervisor will monitor a quiet work environment. Computer use is allowed for schoolwork only. Earbuds etc. are only to be used with teacher permission, and only when required for learning.

## ASSESSMENT

Teachers may elect to assess their students at their discretion anytime during their block or track class. During their block or track classes, students should be prepared for any assessment 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 guidelines are as follows:

- Three academic weeks – Final Portfolio (Main Lesson or Track)
- Two academic weeks – Essays, research projects
- One academic week – Quizzes, tests, presentations, and other assessments

## 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 60% in any course, they may not participate in extra-curricular activities until the grade is recalculated in the next reporting period. Students should consult with their guardians if they find themselves in this situation, and arrangements will 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 taking responsibility for their education. Students must clearly reference and properly acknowledge any work that is not their own, including any use of AI or similar technologies. Failure to do so is plagiarism and will be considered an infraction of the school Academic Honesty Policy.

Cheating and plagiarism are unacceptable actions in a community based on respect, trust, and honesty and will result in disciplinary action. Consequences for first offences may include re-completing the assignment, receiving a 'zero' grade on the assignment, or possibly failing the course. Repeated instances of plagiarism may result in failing the course, suspension, or expulsion. Any incidents of cheating or plagiarism will be referred to the Vice Principal or Principal for disciplinary action. Disciplinary action will consider grade level, number, and severity of offence(s).



# Evaluation & Grades

## EVALUATIONS

Narrative evaluations are posted in the parent portal at the end of each reporting period and include reports for main lessons and track classes. Contact the teacher of the class with any questions about evaluations. Interim evaluations, including a snapshot of grades, can be requested by a parent or student for any class at any time. Teachers will provide evaluation and/or snapshot of grades within 1 academic week of a parent or student request.

## GRADES

Grades are recorded by the Registrar so that transcripts can be issued upon transfer or graduation. For grades 8 to 11, grades will be given based on the grading matrix provided by the BC Ministry of Education as outlined below.

### Percentages Associated with Letter Grades

Letter Grade	Percent Grade	Proficiency Scale	Characterization
A+	95-100	<b>Extending:</b> <u>Sophisticated understanding</u> of concepts and competencies in relation to the expected learning.	<b>Outstanding</b> in all respects.
A	90-94		<b>Excellent.</b> Regularly exceeds expectations in all areas.
A-	86-89		<b>Excellent</b> with areas of minor difficulty.
B+	81-85	<b>Proficient:</b> <u>Complete understanding</u> of concepts and competencies in relation to the expected learning.	A <b>high level of achievement</b> falling short of excellence.
B	76-80		<b>Very Good.</b> Consistently meets or exceeds expectations.
B-	73-75		<b>Very Good</b> with areas of difficulty.
C+	67-72	<b>Developing:</b> <u>Partial understanding</u> of concepts and competencies in relation to the expected learning.	<b>Good.</b> Meets basic expectations, occasionally exceeds them.
C	60-66		<b>Fair.</b> Meets only basic expectations.
C-	50-59		<b>Poor.</b> Often does not meet expectations.
F	0-49		Student has no met basic requirements.

The successful completion of a course at the grade 10, 11 or 12 level requires a minimum of a C- or 50%.



## **INCOMPLETES**

When a student is unable to complete all of the work for a class, the teacher may elect to issue an Incomplete (IE) 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. Work handed in on time will receive teacher comments and comprehensive feedback, failing to meet deadlines means student work will receive a grade once complete but no teacher feedback.

## **UNSATISFACTORY AND INCOMPLETE WORK**

If a student has done consistently poorly on tests, failed to turn in assignments or to do assigned work, 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 guardian 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 Student Support. One of the Three Streams Processes will be activated (Care Stream, Behaviour Guidance Stream or Learning Support Stream) and parents will be notified. This process is used to bring resolution to the difficulty (as outlined in the Student Support Handbook). This process is meant to clearly describe the steps in place for questions and resolution at the Whistler Waldorf School. Not all challenges will be solved to the mutual satisfaction of all parties, but we strive to be clear and transparent in our actions and to address concerns and questions promptly as they arise.

## **AUDIT**

Students may not enroll in specific ministry courses for certain reasons (Elective choices, AEP, exemptions, ILP's or IEP's, etc.). Regardless of enrollment, all students are required to attend and at least audit all Main Lesson blocks. Auditing a course or block ensures the student is maintaining a well-rounded educational experience, participates in experiential learning, and contributes positively to the social fabric of their class. In the event that a student audits a course, they are expected to attend at least 80% of all lessons, participate fully in lectures, lessons, activities, and field trips, as well as complete in-class assignments and assessments. No final grade, report, or ministry credit will be awarded to students auditing a course. For additional information, please review the Course Audit Policy.

## **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. Suspension or Expulsion 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, trips and social events may be 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 or put-downs, whether verbal or physical, are serious violations which cannot be tolerated. In general, students are expected to:

- Behave in a way that supports a safe, healthy and constructive learning environment for all.
- Contribute positively and respectfully to the social fabric of the school and community.
- Communicate when the conduct of others is inappropriate, unsafe, or unwelcome. This includes communicating with the person directly and/or with a teacher, guardian, Vice Principal or other school personnel.

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

## DAILY CONDUCT

- Be on time, be prepared for learning
- No gum
- No food or drink unless specifically allowed by the teacher
- Exhibit respectful behavior to all
- No hoods
- No SmartWatch or cell phones, tablets, earphones, or other personal electronic devices
- 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.

## 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 teachers and will be carried out at the end of each school day.
- Recycle all paper products, cans, bottles, glass, and plastic containers.
- Daily and weekly classroom cleaning schedules are supported by all students and guardians.

## 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 or onto the paths beyond the school property is prohibited. These boundaries also apply to students 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, vaping, 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 TRIPS**

School trips include any educational event when the student is not on campus, and include Outdoor Education trips (Fall, Winter and Spring trips), Work Experience, Career Fair, Bard on the Beach, community events, concerts, performances etc. 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, at the cost of the parents, or prohibited from participating in the activity and will be subject to a mandatory referral to the Discipline and Guidance Chair.

In the event a student is on a Care or Behaviour Guidance plan, there is a possibility that the student will not be permitted to participate in a given school trip or will participate under certain conditions. These conditions may include an Extraction Plan, parent-funded support(s) or adapted forms of participation.

## **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.

## **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 guardian to help resolve or express concern about any disciplinary problem. Parents may be informed of behavioral problems through a Behaviour Guidance support process. All actions taken by the faculty or staff involving discipline become a part of the school record of the student.

## **HOMEWORK CLUB**

Inappropriate behavior or other infractions of school rules or policies may result in mandatory attendance of homework club. Homework club time will be served on Friday between 1:15 and 3:00 pm. Further consequences will result if this requirement is not fulfilled, or if inappropriate behaviour or other infractions continue.

## **BEHAVIOURAL CONCERNS**

Students are directed to the Behaviour Guidance stream 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 by the Vice Principal or Principal. A parent conference that includes the student and their guardian 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 Behaviour Guidance Process.

## **ATHLETICS**

The high school is a member of BC School Sports and governed by their Handbook. Teams compete within School District 48 (Sea to Sky) for most team sports and School District 44 (North Vancouver) for individual sports. Athletes must be disciplined, committed and responsible students to participate in athletic programs.



## **COMMITMENT**

Students who participate on any sports team understand that it takes a substantial commitment to be a student athlete. Student athletes make a commitment to attend all practices and games, support teammates, follow the directions of the coach, and set an example of good sportsmanship for the entire student body. This commitment also extends to academic work. The Athletic Director will check in regularly with student athletes and their teacher guardians to make sure they are up to date with their academic work and that that work is done to the best of their abilities.

Please contact the Athletic Director if you wish to participate on one of our offered sports teams.

## **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 Vice Principal should be contacted to continue efforts to resolve concerns. The Vice Principal or Principal will explain other courses of action to students or parents if they are needed.



# Student Programs

## INTERNATIONAL EXCHANGES

We are pleased to support international exchanges for our grade 10 students and their counterparts in Waldorf high schools. Applications can be obtained from the Exchange Coordinator. Students must be recommended by their teachers and guardians 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. See the Exchange Program Guide for further details.

## WORK EXPERIENCE

The work experience program is offered to grade 8, 9, 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 find a placement related to their post-secondary interests, future career interests. In Grade 12, students work with a humanitarian, environmental or other organization as part of their Grade 12 Service 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.

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 education and career fairs.

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.

## COUNSELING

If assistance is needed, referral lists of outside professionals are made available. Appointments can be made with Ms. Zelikovitz or Ms. Blancher to facilitate finding support.



# 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.

## **GUIDANCE COUNSELLOR**

Appointments can be made during period 3 and 4 to meet with the Guidance Counsellor. Students requesting support may be referred to Student Support, SSEG, or to professionals in the community. Appointments provide an opportunity for students to check-in regarding post-secondary planning and applications, scholarships, references, social and emotional challenges, peer-relationships and to help facilitate communication between parent, student, and school resource personnel.



# Special Policies

## TECHNOLOGY USE POLICY

Technology is integrated into many aspects of daily life, and the aim of our education is to create intention and balance in our use of technology. As such, use of technology in the high school is as supplement to human interaction and authentic learning.

## CONDUCT CONCERNING PERSONAL ELECTRONIC DEVICES AND CELL PHONES

To protect a human atmosphere at school, students are not permitted to use personal 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.

- Phone calls may be made only from reception. Cell phones will be immediately confiscated if they are visible or audible during school hours. Devices must be turned off and stored in backpacks during school hours. Phones may not be used during break, lunch or between periods.
- Headphones, AirPods, SmartWatches or other personal electronic devices, 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 with result in the following:

- **1st violation:** device is delivered to reception and will be held until days end.
- **2nd violation:** device is delivered to the office and held until parent is able to pick up device.
- **3rd 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 damage to or loss of any equipment they use.

## SCHOOL EMAIL AND PASSWORDS

Students are responsible for the appropriate conduct and use of student email accounts, internet, and other school-directed online platforms. Questions or support needed for email, internet or passwords should be directed to Brian Gohlke (brian@whistlerwaldorf.com).



## **GUIDELINES AND POLICIES FOR COMPUTER TECHNOLOGY USE**

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 11 and 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.

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.



**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:

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



## High School Staff

Jeff Rosen	Principal	<a href="mailto:principal@whistlerwaldorf.com">principal@whistlerwaldorf.com</a>
Ellen Zelikovitz	Vice Principal	<a href="mailto:e.zelikovitz@whistlerwaldorf.com">e.zelikovitz@whistlerwaldorf.com</a>
Ali Blancher	Program Coordinator <i>(Post-Secondary, Exchange, AEP)</i>	<a href="mailto:ali@whistlerwaldorf.com">ali@whistlerwaldorf.com</a>

## GUARDIANS

Grade 8:	Pippa Chanin	<a href="mailto:p.chanin@whistlerwaldorf.com">p.chanin@whistlerwaldorf.com</a>
Grade 9/10:	Matilda Mealiff	<a href="mailto:m.mealiff@whistlerwaldorf.com">m.mealiff@whistlerwaldorf.com</a>
Grade 11/12:	Kelly Karran	<a href="mailto:k.karran@whistlerwaldorf.com">k.karran@whistlerwaldorf.com</a>

## TEACHERS

Ellen Zelikovitz	Business Technology, Science	<a href="mailto:e.zelikovitz@whistlerwaldorf.com">e.zelikovitz@whistlerwaldorf.com</a>
Emma Wardrop	English, Drama	<a href="mailto:emma@whistlerwaldorf.com">emma@whistlerwaldorf.com</a>
Gabriel Alden	Music	<a href="mailto:g.alden@whistlerwaldorf.com">g.alden@whistlerwaldorf.com</a>
Kelly Karran	Math, Science	<a href="mailto:k.karran@whistlerwaldorf.com">k.karran@whistlerwaldorf.com</a>
Matilda Mealiff	Outdoor Education, PE	<a href="mailto:m.mealiff@whistlerwaldorf.com">m.mealiff@whistlerwaldorf.com</a>
Pippa Channin	Grade 8	<a href="mailto:p.chanin@whistlerwaldorf.com">p.chanin@whistlerwaldorf.com</a>
Rachel Colvin	Art, Drama	<a href="mailto:r.colvin@whistlerwaldorf.com">r.colvin@whistlerwaldorf.com</a>
Romy Grayson	Applied Arts	<a href="mailto:r.grayson@whistlerwaldorf.com">r.grayson@whistlerwaldorf.com</a>
Wes Feagan	Humanities, French	<a href="mailto:wes@whistlerwaldorf.com">wes@whistlerwaldorf.com</a>
Yuko Iwanaga	Music	<a href="mailto:yuko@whistlerwaldorf.com">yuko@whistlerwaldorf.com</a>



