

WATERFORD VALLEY HIGH



WATERFORD VALLEY
HIGH SCHOOL



STUDENT HANDBOOK

***Note this is a working document**

Last updated 02/10/2017

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Table of Contents

[Message from Administration](#)

[ACADEMIC CREST](#)

[STUDENT SPIRIT CREST](#)

[STAFF DIRECTORY 2016-17](#)

[BELL SCHEDULE](#)

[WVH Guidance Center](#)

[PASS Program](#)

[Assessment and Evaluations](#)

[Waterford Valley High Code of Conduct](#)

[Standards of Behaviour](#)

[School-Wide Behaviour Plan](#)

[Tier 1 - Minor Behaviours](#)

[Tier 2 – Middle Behaviours](#)

[Tier 3 – Major Behaviours](#)

[Proactive Strategies](#)

[Reactive Strategies](#)

[Tier 1 Interventions/Consequences](#)

[Tier 2 Interventions/Consequences](#)

[All Minor interventions/consequences fall into this category](#)

[Tier 3 Interventions/Consequences](#)

[All middle interventions/consequences](#)

[USE OF AND/OR POSSESSION OF ILLEGAL SUBSTANCES WITHIN THE SCHOOL](#)

[CELL PHONE AND CD/MP3/HANDHELD GAMES POLICY](#)

[ACADEMIC INTEGRITY POLICY](#)

[SUPPLEMENTARY EXAM POLICY](#)

[GRADUATION DINNER AND DANCE POLICY](#)

[ATTENDANCE POLICY](#)

[THE ATHLETIC PROGRAM](#)

[SCHOLARSHIPS AND AWARDS](#)

MESSAGE FROM THE ADMINISTRATION

Welcome to Waterford Valley High! We are very enthusiastic about the new school year and have started to plan many exciting and enriching events for students. Waterford Valley High is a diverse and productive school environment that is extremely active. It is a safe and caring place where students can come to learn and grow to their potential in a 21st century learning community.

This handbook contains important information about our expectations of students and about school and district policies and services. Read it carefully and share it with your parents.

On behalf of the entire staff of Waterford Valley High, we wish you great success for the coming school year. Get involved in the many activities that are part of school life and you will enjoy your year even more. If at any time you need help regarding any matter, please do not hesitate to ask for our assistance.

Bridget A. Ricketts
Principal

David T. Stinson
Assistant Principal

ACADEMIC CREST



The shape of the shield is a heraldic symbol for protection and self-discipline, which is required for students to maintain the highest academic and moral standard. The school colours of red and black are highlighted with a waterway flowing between two hills to depict the beautiful Waterford Valley, for which the school is named. A tree springs forth from the valley, vibrant and full of life, and depicts growth, learning and knowledge. Waterford Valley Warriors, above all else, respect themselves, others, their school, community and environment. Warriors are proud of their work ethic and accomplishments and have honour.

STUDENT SPIRIT CREST



The Warrior is Strong and has Integrity.
They are Courageous, Brave
and above all else show Respect and is Kind.
The Warrior is gender neutral as well as athletic,
energetic, outgoing, engaging and humorous.
The Warrior loves to have fun but can also be serious when needed.

SCHOOL COLOURS

Black and Red

SCHOOL MASCOT

The Warrior

SCHOOL NAME

Waterford Valley High

WATERFORD VALLEY HIGH

HOME OF THE

WARRIORS

Mission Statement

The Waterford Valley High community is committed to empowering students to achieve their potential in an inclusive, safe and caring environment.

Vision Statement

The Waterford Valley High community embraces diversity in a safe and caring environment where students experience growth academically, ethically and socially to become empowered and engaged citizens.

Waterford Valley High community values:

- Being an **inclusive & safe** school community that celebrates **diversity** and fosters **acceptance**.
- Promoting a **welcoming** environment that encourages **empathy, friendship** and **respect** for self and others.
- Effective and accessible **communication** that is open, timely and clear.
- **Achievement, preparedness** and active **engagement** in the teaching and learning process.
- **Organization** with clear policies, routines, roles and responsibilities.
- **Sharing leadership** that is **collaborative, cooperative** and **empowering**.
- **Honesty, integrity** and **accountability**.

New Bell Schedule for Sept 2017

Waterford Valley High will be implementing a new bell schedule for September 2017. School will start at the same time (9:00 am) however; students will proceed directly to their first class instead of going to a homeroom. Each class is 60 minutes and two minutes are built into the schedule to allow for movement between classes. The day will end at 3:02pm and buses will leave the school parking lot by 3:15pm.

EVENT	TIMES
First bell	8:55 am
Period 1	9:00 – 10:00 60 min
Period 2	10:02 – 11:02 60 min
Recess	11:02 – 11:12 10 min
Period 3	11:14 – 12:14 60 min
Lunch	12:14 – 1:00 Bell at 12:55 46 min
Period 4	1:00 – 2:00 60 min
Period 5	2:02 – 3:02 60 min
Total time	300 minutes

NOTE on ADVISORY/HOMEROOM TIME – Homeroom will **not** meet everyday but will meet on a semi-regular basis when 'housekeeping' items need to be done such as course selection etc. Student homerooms will be based on whatever class is on their schedule for on Day 1 Period 1.

Waterford Valley High

2017-2018 SCHOOL CALENDAR

SEPTEMBER				
M	T	W	T	F
				1
4	5	6 ¹	7 ²	8 ³
11 ⁴	12 ⁵	13 ⁶	14 ⁷	15 ¹
18 ²	19 ³	20 ⁴	21 ⁵	22 ⁶
25 ⁷	26 ¹	27 ²	28 ³	29 ⁴

DECEMBER				
M	T	W	T	F
				1 ⁴
4 ⁵	5 ⁶	6 ⁷	7 ¹	8 ²
11 ³	12 ⁴	13 ⁵	14 ⁶	15 ⁷
18 ¹	19 ²	20 ³	21 ⁴	22 ⁵
25	26	27	28	29

MARCH				
M	T	W	T	F
			1 ⁷	2 ¹
5 ²	6 ³	7 ⁴	8 ⁵	9 ⁶
12 ⁷	13 ¹	14 ²	15 ³	16 ⁴
19 ⁵	20 ⁶	21 ⁷	22 ¹	23 ²
26 ³	27 ⁴	28 ⁵	29 ⁶	30

JUNE				
M	T	W	T	F
				1 ⁴
4 ⁵	5 ⁶	6 ⁷	7 ¹	8 ²
11 ³	12 ⁴	13 ⁵	14 ⁶	15 ⁷
18 ¹	19 ²	20 ³	21 ⁴	22 ⁵
25 ⁶	26 ⁷	27 ¹	28 ²	29

OCTOBER				
M	T	W	T	F
2 ⁵	3 ⁶	4 ⁷	5 ¹	6 ²
9	10 ³	11 ⁴	12 ⁵	13 ⁶
16 ⁷	17 ¹	18 ²	19 ³	20 ⁴
23 ⁵	24 ⁶	25 ⁷	26 ¹	27 ²
30 ³	31 ⁴			

JANUARY				
M	T	W	T	F
1	2	3	4	5
8 ⁶	9 ⁷	10 ¹	11 ²	12 ³
15 ⁴	16 ⁵	17 ⁶	18 ⁷	19 ¹
22 ²	23 ³	24 ⁴	27 ⁵	28 ⁶
29 ⁷	30 ¹	31 ²		

APRIL				
M	T	W	T	F
2	3	4	5	6
9 ⁷	10 ¹	11 ²	12 ³	13 ⁴
16 ⁵	17 ⁶	18 ⁷	19 ¹	20 ²
23 ³	24 ⁴	25 ⁵	26 ⁶	27 ⁷
30 ¹				

NOVEMBER				
M	T	W	T	F
		1 ⁵	2 ⁶	3 ⁷
6 ¹	7 ²	8 ³	9 ⁴	10
13	14 ⁵	15 ⁶	16 ⁷	17 ¹
20 ²	21 ³	22 ⁴	23 ⁵	24 ⁶
27 ⁷	28 ¹	29 ²	30 ³	

FEBRUARY				
M	T	W	T	F
			1 ³	2 ⁴
5 ⁵	6 ⁶	7 ⁷	8 ¹	9 ²
12 ³	13 ⁴	14 ⁵	15 ⁶	16
19	20 ⁷	21 ¹	22 ²	23 ³
26 ⁴	27 ⁵	28 ⁶		

MAY				
M	T	W	T	F
	1 ²	2 ³	3 ⁴	4 ⁵
7 ⁶	8 ⁷	9 ¹	10 ²	11 ³
14 ⁴	15 ⁵	16 ⁶	17 ⁷	18 ¹
21	22 ²	23 ³	24 ⁴	25 ⁵
28 ⁷	29 ¹	30 ²	31 ³	

Waterford Valley High School Events	
September 28	Curriculum Night
September 25	PD Day
November 24	Term 1 Reports Released
November 30	Parent Teacher Interviews
December 1	PD Day
December 19	June 2017 graduates Cap & Gown
Jan. 29 - Feb 2	Exams
February 9	Term 2 Reports Released
February 14	Parent Teacher Interviews
April 27	Term 3 Reports Released
June 18 - 27	Final Exams

WVH GUIDANCE CENTER

The Guidance Center is the hub for student services at Waterford Valley High. It's not just a place to go for individual counseling and referral; it offers everything from course selection advice to information on post-secondary institutions and scholarships, to career counseling and job shadowing opportunities.

The Guidance Center is located on the first floor of the school and is across the hall from the staff room. When you visit you will see an array of posters on various student opportunities from part-time jobs to university and college materials. Students should feel free to drop by prior to Advisory in the morning, during the recess and/or lunch breaks, and after dismissal at 3:15 p.m. To make an appointment with a counselor a student can request to speak with a counselor in person at the Guidance Center or make the request at the General Office or through a classroom teacher.

Following is a list of community-based agencies that provide expertise in a number of counseling related areas.

POLICE:

RNC.....729-8000

COMMUNITY INFORMATION/SERVICES:

AIDS/STD'S HOTLINE.....1-800-563-1575

AIDS Committee.....579-8656

BIRTH CONTROL INFORMATION/COUNSELING:

Planned Parenthood.....1-877-666-9847 & 579-1009

Summerhill Medical Clinic.....834-2039

Paradise Medical Clinic.....782-3883

PREGNANT TEENS:

Planned Parenthood.....579-1009

Elizabeth House.....726-0731

SEXUAL ASSAULT REPORTING/COUNSELING:

Rape Crisis Center (24 hrs.)....1-800-726-2743 & 726-1411

RNC..... (St. John's) 729-8000 (CBS) .834-6137

Sexual Assault Crisis/Prevention.....738-2770

CHILD ABUSE/SEXUAL ABUSE (REPORTING):

Children's' Protection Services.....570-7819

After Hours.....752-4619

COUNSELING SERVICES FOR TEENS, PARENTS, FAMILIES:

Community Mental Health Services.....777-2013

Mental Health Services (CBS).....834-7906

Adolescent House.....777-5180

SUICIDE/CRISIS INTERVENTION LINES:

Mental Health Crisis Line.....737-4668
Kids Help Line.....1-800-668-6868

SHELTERS:

Naomi Center (for young women).....579-8432 & 579-8641
Kirby House (for battered women).....753-1492 & 753-1461

DRUGS/ALCOHOL ADDICTIONS:

Al-Ateen & Al-Anon.....722-2666
Alcoholics Anonymous.....579-6091 & 579-5215
Drug Dependency Services.....752-4919

POISON CONTROL CENTER:

Information.....722-1110

VICTIMS SERVICES:

Provincial Court.....729-0900

CRIME STOPPERS:

Reporting.....1-800-363-8477

LEGAL SERVICES:

Legal Aid.....753-7860
Lawyer Referral Services.....722-2643

SOCIAL SERVICES/HUMAN RESOURCES & EMPLOYMENT:

Mount Pearl Office.....729-2089
Hire a Student.....722-3764

CANADA & NF STUDENT LOANS PROGRAM:

Information.....1-888-657-0800
Local Information Line.....729-4244

Waterford Valley High Infant Care Center

Waterford Valley High has an Infant Care Centre that can accommodate up to six infants under 24 months of age. For more information on the Infant Care Centre please contact one of our School Counsellors.

Learning Commons

The school Learning Commons is a welcoming place for students and teachers and is the hub and heart of our school! So what is a Learning Commons? "Keechlin, Rosenfeld and Loerttscher define a Learning Commons as "a learning "space" that is both physical and virtual.

Classes use the Commons during the instructional day to read, research, access digital information, meet and collaborate with others and create, while students use the Commons before class, recess and dinnertimes to research, finish off

work, use the computers, meet for group work or just relax with a good book. Our flexible furniture allows us to turn our Commons into a room for small group discussions, panel discussions and presentations within minutes.

Through the Commons we highlight resources and promote the use of various resources, increasing accessibility whenever possible. Here are just a few resources that are available:

- Yes! There is still lots of great current printed text, both fiction, nonfiction as well as a wide variety of magazines which students can check out.
- Through Waterford Valley High School's site license with Criterion, students can access movies and educational materials 24/7
- by using either or www.learn360.ca (password needed). A great feature if a movie is missed during class time.
- Students have the ability to read and use the archival database for The Telegram from any school device by using www.thetelegramnie.newspaperdirect.com
- Students may borrow an iPad to complete projects.
- Kobo readers are available for student use.
- There is a wide range of ebooks available through the eResource Portal with the public libraries.

Note: In order to access all the free online resources offered through the Provincial Public Libraries students must have a library card. To apply for a library card visit www.nlpl.ca

Our Learning Commons is a modern facility whose purpose is to help students develop 21st century skills. The hours are from **8:45 - 3:30** each day. We hope to see you there!

PASS Program

Waterford Valley High is excited to offer the PASS program. PASS stands for Positive Actions for Student Success. This program has a full time teacher, Ms. Anne Murphy who works out of Room 303. Using Credit Rescue and Credit Recovery strategies she works with students at risk to help them obtain credits to graduate.

Waterford Valley High Evaluation and Assessment Policy Last updated September 28, 2017

If assignments are to be effective, there needs to be clear communication to students related to assignment criteria and completion timelines. To ensure the academic success of all students, a two-phased approach is required:

- a. Proactive Planning and Support.***
- b. Response Protocol for assignments/assessments submitted late for valid and invalid reasons.***

Procedure 1: Late or Missed Assignments (Regulations 4.13-4.16)

a. Students are expected to submit all assignments according to the date designated by the teacher.

b. If an assignment is not received by the deadline:

- A zero will be assigned as a placeholder;
- The student will inform the teacher of the reason for the late assignment.
- It is an expectation that parents and students will utilize Powerschool for notifications and updates on student marks and assignments.

If the reason the assignment is not submitted is deemed **valid**:

- Documentation to support valid reasons will be received by the teacher no later than upon student return to school
- The teacher will inform the student of the new deadline. The new due date will be at the discretion of the teacher and determined with consideration to length and weight of the assignment.
- Valid reasons for missing an assignment deadline include: illness, medical appointment, injury, hospitalization, school sponsored trip/activity, approved educational travel, death in the immediate family, or other reason deemed appropriate by the administration.

If the reason the assignment is not submitted by the deadline is deemed **invalid**:

- The teacher will inform the student and parent through Powerschool, and initiate a process of **mark reduction**.

If the mark reduction process is initiated, an assignment will be accepted up to three school days late. A school day will be counted, even if the student does not have the course for which the assignment is due on that day. Please note: The maximum deduction for a late assignment shall be no more than 30% of the student's final earned mark, and should not result in the student receiving a mark less than 50%.

The process is as follows:

- Assignments late by **1 school day** (passed in on the second day) will result in a **10% deduction**;
- Assignments late by **2 school days** (passed in on the third day) will result in a **15% deduction**;
- Assignments late by **3 school days** (passed in on the fourth day) will result in a **20% deduction**;
- Students not submitting assignments within **4 school days** of the scheduled due date will receive a mark of **zero**.

- A student found to have recurring incidences of late/missed assignments will be referred for an intervention plan.
- Invalid reasons for a late assignment include: forgetting/claiming to be unaware of the date of the assessment, refusal to write the assessment, unprepared for the assessment, failure to notify school of an absence, non-

medical/urgent appointments (i.e. hair appointment, driving lesson), outside employment, or failure to provide documentation as requested.

- Extenuating circumstances may be considered by teacher (in consultation with department head and/or administration) on an individual basis.

Procedure 2: Missed Tests, Quizzes or In-Class-Assignments (Regulations 4.17-4.24)

a. Students are expected to write assessments (tests/quizzes) according to the date/time they are scheduled.

b. If a test/quiz is not written as scheduled:

- A zero will be assigned as a placeholder;
- The student will inform the teacher of the reason for not writing the assessment. Documentation will be required no later than upon student return to school to support valid reasons.
- It is an expectation that parents and students will utilize Powerschool for notifications and updates on student marks and assignments.
- If the reason for a missed assignment is deemed **valid**, the teacher will inform the student of the assessment plan.

For those who miss an assessment for a reason deemed **valid**:

- Replacement evaluation will be offered at the discretion of the teacher. This could include:
 - Administering a second test at a date determined by the teacher;
- Replacing the mark with an assignment grade;
- Replacing the mark with a mark from an examination;
- Other, at the decision of the teacher.
- Valid reasons for missing an assignment deadline include: illness, medical appointment, injury, hospitalization, school sponsored trip/activity, approved educational travel, death in the immediate family, or other reason deemed appropriate by the administration.

For those who miss an assessment for a reason deemed **invalid**:

- The teacher will inform the student and parent through Powerschool and/or Google Classroom.
- A student who does not complete the assessment due to an **invalid** reason will receive a grade of zero.
- Invalid reasons for a late assignment include: forgetting/ claiming to not being aware of the date of the assessment, refusal to write the assessment, unprepared for the assessment, failure to notify school of an absence, non-medical/urgent appointments (i.e. hair appointment, driving lesson) or providing documentation as requested. Extenuating circumstances will be considered by administration on an individual basis.
- A student found to have recurring incidences of missed assessments will be referred for an intervention plan.

Procedure 3: Second Chance Opportunities (Regulations 4.29-4.36)

- May be provided for only end of unit assessments. Teachers will use their discretion considering two key overall parameters:
 - i) Important curriculum outcomes linked to future learning, and
 - ii) Whether students are academically at risk of failure.
- In each circumstance, students may be required to complete prerequisites; including: completing assigned work, attending tutorials, correcting mistakes on previously assigned work, etc., as assigned by the teacher.
- The assessment provided as a second chance opportunity can be an alternate version of the original assessment or a different type of assessment as determined by the teacher. Furthermore, the new assessment may address select key curriculum outcomes from a previous assessment or may be a full assessment based on the unit of study.
- The date and time of the second chance opportunity will be determined by the teacher. (For example a Midterm Exam)
 - When second chance opportunities are permitted, any improvement will be reflected in a student's overall achievement.
 - A review of a student's program should be initiated if second chance opportunities are required on an ongoing basis in order to be successful.



WATERFORD VALLEY HIGH EXPECTATION MATRIX

E N V I R O N M E N T		Respectful	Responsible	Ready
	All Settings	<ul style="list-style-type: none"> ✓ Use appropriate language, manners and voice level ✓ Respect individual differences and personal space ✓ Respect property of others and school ✓ Represent the school in a positive manner 	<ul style="list-style-type: none"> ✓ Be considerate and kind with words and actions ✓ Dress, speak and act appropriately ✓ Keep the school clean and follow the allergy policy ✓ Be alcohol, drug and smoke-free 	<ul style="list-style-type: none"> ✓ Be on time for class and participate in all school activities ✓ Be prepared with homework, supplies and to give your best effort ✓ Electronic use only when appropriate and with teacher approval
	Advisory Time	<ul style="list-style-type: none"> ✓ Listen to announcements 	<ul style="list-style-type: none"> ✓ Be on time 	<ul style="list-style-type: none"> ✓ Use the time to prepare
	Instructional Area	<ul style="list-style-type: none"> ✓ Respect the diversity and needs of others ✓ Support the contribution of others – be positive with your peers ✓ Respect individual teaching styles ✓ Follow seating plan 	<ul style="list-style-type: none"> ✓ Attend all classes ✓ Work cooperatively ✓ Keep workspace tidy – put items back in their proper place ✓ Be safety conscious ✓ Use electronics for educational purposes 	<ul style="list-style-type: none"> ✓ Be on time and prepared with school work and supplies ✓ Listen to instructions and use appropriate communication skills ✓ Always do your best
	Specialty Rooms ➤ Science and Skilled trades, Commons, Art, etc.	<ul style="list-style-type: none"> ✓ Be positive and encourage others ✓ Work quietly ✓ Respect equipment and the property of others ✓ Tidy work area ✓ Return things to their proper location 	<ul style="list-style-type: none"> ✓ Follow procedures and safety rules for equipment use ✓ Report damage to teachers ✓ Share resources and equipment as needed 	<ul style="list-style-type: none"> ✓ Listen attentively and fully participate ✓ Use technology appropriately ✓ Use appropriate research sites and utilize available resources
	Gymnasium	<ul style="list-style-type: none"> ✓ Respect personal space ✓ Share and use equipment appropriately ✓ Moderate voice level 	<ul style="list-style-type: none"> ✓ Dress appropriately ✓ Follow all safety rules ✓ Be a good sport 	<ul style="list-style-type: none"> ✓ Participate to the best of your ability ✓ Be attentive
	Hallways Elevator Stairwells	<ul style="list-style-type: none"> ✓ Respect personal space ✓ Keep moving ✓ Walk to the right on the stairway 	<ul style="list-style-type: none"> ✓ Appropriate language and voice ✓ Lock your locker and keep them tidy - floor clean ✓ Keep combination private 	<ul style="list-style-type: none"> ✓ Return to class without delay ✓ Visit locker only at designated times

Washroom	<ul style="list-style-type: none"> ✓ Respect personal space and privacy ✓ Practice personal hygiene 	<ul style="list-style-type: none"> ✓ Ask only when necessary ✓ Keep washroom tidy ✓ Report anything out of order 	<ul style="list-style-type: none"> ✓ Return to class promptly
Recess/ Lunchtime Cafeteria	<ul style="list-style-type: none"> ✓ Use good manners and be courteous to others ✓ Use a conversational voice level ✓ Pay for all items 	<ul style="list-style-type: none"> ✓ Place litter in garbage/recycle ✓ Leave the tables and floor clean ✓ Follow the allergy policy 	<ul style="list-style-type: none"> ✓ Line up and wait your turn ✓ Leave when directed
Assemblies	<ul style="list-style-type: none"> ✓ Respect the speaker or group presenting by showing interest ✓ Respect personal space 	<ul style="list-style-type: none"> ✓ Remain quiet when speakers are presenting and during time 	<ul style="list-style-type: none"> ✓ Follow class down and sit as directed ✓ Listen attentively ✓ Respond appropriately
Co-curricular School Events	<ul style="list-style-type: none"> ✓ Respect the property of each event site ✓ Respect the people around you – coaches, officials, participants, spectators, etc. 	<ul style="list-style-type: none"> ✓ Represent Waterford Valley High with pride ✓ Use appropriate language and voice level ✓ Be alcohol and drug free 	<ul style="list-style-type: none"> ✓ Applaud positively ✓ Demonstrate a supportive attitude
School Grounds Parking Lot	<ul style="list-style-type: none"> ✓ Use safe driving practices ✓ Respect pedestrian right of way ✓ Practice safe contact when outside ✓ Smoke free environment 	<ul style="list-style-type: none"> ✓ Place litter in garbage ✓ Follow school parking lot procedures ✓ Treat school property/equipment appropriately 	<ul style="list-style-type: none"> ✓ Park car and promptly enter school ✓ Use main entrance once instructional day has begun ✓ Go to class promptly
Bus	<ul style="list-style-type: none"> ✓ Use appropriate language and voice ✓ Travel safely ✓ Sit appropriately ✓ Respect bus property 	<ul style="list-style-type: none"> ✓ Demonstrate courteous behavior ✓ Remain in your seat ✓ Follow driver and staff rules 	<ul style="list-style-type: none"> ✓ Wait in designated areas ✓ Be a role model for mature behaviour
Digital Environment	<ul style="list-style-type: none"> ✓ Be respectful in the online environment ✓ Use digital devices appropriately 	<ul style="list-style-type: none"> ✓ Keep accounts and passwords private ✓ Keep personal devices in a safe place 	<ul style="list-style-type: none"> ✓ Report to a safe adult about any activities that makes you uncomfortable. ✓ Keep personal information private



WATERFORD VALLEY HIGH CODE OF CONDUCT

Waterford Valley High School is committed to providing a safe, caring and inclusive learning and working environment by promoting respect, responsible citizenship and academic excellence. A positive school climate exists when all members of the school community feel safe, comfortable and accepted.

Standards of Behaviour

All members of the school community are expected to:

Respect the rights of others and treat one another with dignity and respect at all times, regardless of economic status, national or ethnic origin, religion, culture, body image, gender, sexual orientation, gender identity, age or ability.

The Standards of Behaviour outlined apply to all members of the school community, including students, parents and guardians, school staff, volunteers and visitors when:

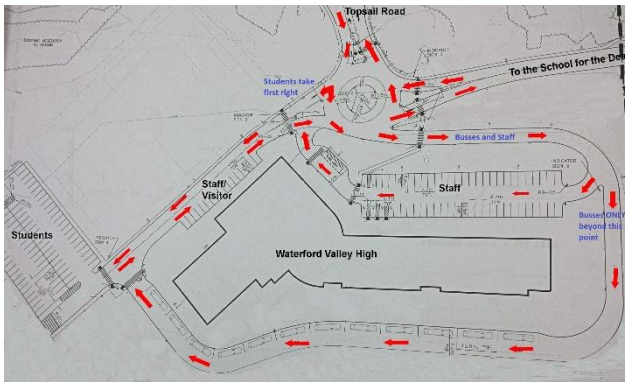
- On school property.
- Traveling on a school bus that is under contract to the school and/or school board.
- Participating in extra-curricular activities.
- Participating in off-site school-sponsored activities.
- Engaging in an activity which will have an impact on the school climate.

Smoke Free

Waterford Valley High is a smoke free (including e-cigarettes) grounds and facility. Visitors, staff and students are reminded that all buildings, grounds and properties under the jurisdiction of the Newfoundland and Labrador English School District are smoke-free. Please respect our smoke-free policy and support us in our efforts to create a safe and healthy environment for everyone. **We thank you for “butting out” before you come onto school grounds.**



School Entrance/Parking Lot Area



Utmost caution should always be used when driving in and around the school. Adhere to the speed limit on and around the school at all times.

- Student drivers are to take the first right and proceed to the student parking lot.
- Drop-off drivers, staff and buses are to take the second exit with buses only going behind the school
- The entrance/exit leading to the parking lot/front entrance of Waterford Valley High is one way only. Please keep right and “Do the Loop”.
- When you are dropping your child/children off, unload as safely and quickly as possible by the Student Drop off Zone.
- Do not drop students off in the round-about
- Please avoid cutting around cars as students may not be visible.
- Be cognizant of students walking.
- When picking up students after school it is **essential that cars do not block the entrance way to the staff parking lot or the roadway to the back of the school**. Cars that back up into the roadway and roundabout “grid-lock” the system and not only disables access for buses and emergency vehicles but prevents vehicles from exiting school grounds.
 - SOLUTION: When the drop off area is full (approx. 6 or 7 vehicles can fit in the space at the front) parents much proceed to the student parking area on the west side of the school to wait and pick up students.

School Entrance Times and Procedures

Academic success begins with attendance. Students who miss class instruction often encounter difficulty in keeping up with their school work.

Classroom instruction for the morning begins at 9 a.m. Afternoon classes begin at 1:15 p.m. Students must be in their respective classrooms before these times. A student who is late is required to check in at the main office to sign in and obtain a late slip.

NOTE: The Advisory Time is an important part of the school day. There is a strong correlation between students that attend advisory time on a regular basis and academic success. Students that do NOT attend advisory time on a regular basis are more apt to experience academic difficulty.

During the start of the instructional day, parents/guardians and visitors are asked to enter Waterford Valley High through the main entrance located on the front of our building facing Topsail Road, during the school day. District policy requires all NLESD schools to maintain security by having the school doors locked for safety purposes.

- Please ring the bell/intercom to enter the school.
- Identify yourself by stating your full name and your business at Waterford Valley High. For example, “Hi, my name is Jennifer Dey, I am Anna Dey’s dad and her Advisory teacher is Mr. Anderson”.
- Waterford Valley High will refuse access to anyone who does not have legitimate business in the school.
- Once inside, please proceed to the office for assistance.
- For safety reasons it is important that we are aware of visitors in our school at all times.
- Parents and visitors are not permitted in the classroom areas unless permission is given by the administration.
- All visitors must wear an English School District Visitors I.D.
- Please ensure that individuals (grandparent, aunt, uncle, etc.) picking up your child are familiar with this entrance and routine.
- If a student must go home during school hours (appointments, sick, etc.), and the parent/guardian has entered Waterford Valley High, office personnel will page the appropriate classroom and request that the student come to the office to meet the parent/guardian there. Cooperation in this area creates security, independence and good order for all.
- If there is a scheduled appointment, etc., taking place during the instructional day, please provide these details to the secretary through a note, email, telephone call, etc.

Powerschool Parent and Student Portal

All students and parents should obtain login information to access the Powerschool Portal. Account information is available from your homeroom teacher and the office. This

is a very powerful tool and provides information on attendance, assessment dates and grades. Users can download an APP on their mobile devices. When setting up you will be asked for a District Code which is NNXG.



Student Emergency Information Sheet and Closures

The parent/guardian should ensure that their contact information on file at the school is up to date as the school may need to contact you in case of closure or other emergency.

Please ensure that telephone numbers provided for Synervoice, our automated calling system, are direct lines. Notification of any changes in this information must be given immediately to the school secretary.

Allergies and Medication

Waterford Valley High is an allergy aware school. We do have staff and students in our school who have allergies to peanuts (airborne), all types of seafood (airborne), and scented products (perfume/cologne).

We ask for parent/guardian cooperation in keeping these items out of school.

It should be noted that scented products can be harmful to many people, and can make those who have allergies, migraines, environmental sensitivities and chronic heart and lung diseases very sick. Please refrain from wearing scented products in the school due to allergies which result in breathing difficulty in the presence of strong smelling fragrances. This includes items such as Axe Cologne and spray.

If your child has any specific medical needs of which we should be aware, we ask that you notify your child's teacher immediately.

Students are not permitted to carry prescription or over-the-counter medication to/from school. Doctor prescribed medication is administered at the school only when absolutely necessary. For medication to be administered, parental and medical forms must be completed. The parent/guardian is required to bring any prescription medication to the office where it can be secured. This regulation is in keeping with district and provincial policies.

Lost and Found

Lost and found items are located in gym entranceway. The Parent/guardian may consider asking their child to check periodically for items that may be missing. Lost items will be donated to local charitable organizations if unclaimed after a reasonable period of time.

Specific Standards for all Instructional Areas

Attend all classes; be on time. Doors are unlocked at 8 a.m. Enter the school at that time using the main entrance or the student entrance closest to the student parking lot. If you arrive after 9 a.m. or 1:15 p.m., you are late. Go to the office for a late slip and then to your classroom.

- When entering your classroom, follow the seating plan. It's there for a reason. Be sure to keep your workspace tidy.
- Have supplies with you (pencils, exercise books and textbooks, etc.). Always ask before you borrow any items or materials as this shows respect.
- Display personal pride and a positive attitude. Treat materials and equipment with respect and report damaged or unsafe property/equipment.
- Follow all directions given and take pride in yourself and your work. Not all teachers have the same approach. Respect individual teaching styles. Remember to use the teacher's websites as they are designed to assist you.
- Actively listen and engage in learning activities. Demonstrate best effort during all school-based activities. Always try to do your best in all of your activities by listening attentively in class and seeking help when needed. Ask questions to assist in your own learning.
- Complete your own work. Complete assigned tasks to the best of your ability, do your homework, study in advance for quizzes and tests, complete and submit all school work teachers assign on its due date, catch up on missed work when absent from class and participate in all school activities.
- Allow others to learn. Respect the feelings, opinions, abilities and learning of others. Be positive about others' work and presentations. Treat others as I would like to be treated. Speak and act respectfully using appropriate language.
- Swearing, vulgarities, derogatory comments, gestures, etc. is unacceptable.
- Proper manners (please, thank-you, excuse me, pardon me, etc.) and positive language (great job, you can do it, etc.) shows good character.
- Take appropriate measures to help those in need as this shows good character. Ask for assistance when you are in need of help.
- Leave the room only with a teacher's permission. Remember to sign in and out from classes.
- Take care of personal issues after class.

Dress appropriately and be clean

- Specific Standards for Specialty Rooms – technology room, science room, art, music, drama, COMMONS, skilled trades, nutrition, etc.
- Follow all procedures specific to the room and teacher including all safety rules. These rules and procedures are put in place for your well-being.
- Focus on learning over socializing. The ultimate goal is to achieve credit scores that reflect your ability. There's plenty of time to socialize at lunch time and after school.
- Participate fully and work cooperatively. This includes doing your fair share of group work.
- Be sensitive to others' work and abilities and positive about their contributions. It's all about personal best efforts.
- Share equipment and treat it with respect. It's everyone's responsibility to treat the equipment and area with great care and use it properly. Respect the property of others. If it's not yours, don't touch it without permission.
- Return items to designated areas as there is a designated spot for everything. If you notice something broken or needing repair, report this damage/vandalism to the teacher.
- Refrain from eating and drinking in classrooms. Bottled water (with a cap) only is permitted in class.

Specific Standards for the Gymnasium

- Wear proper clothing and footwear. Suitable clothing includes shorts or sweat pants, t-shirts and sneakers.
- Participate to the best of your ability. Show good sportsmanship, follow and adhere to the rules of the activity and play fair. Respect personal space.
- Encourage and support others. Use polite and profanity-free language. Respect individual skill levels.
- Follow safety rules and use the equipment safely. When the teacher is talking, keep the equipment quiet (e.g. hold basketball, etc.) because it's a considerate thing to do.
- Help with set-up and dismantling of the equipment. Return the school equipment when finished using it.
- Keep gym and locker rooms clean. Refrain from bringing food into the gym.

Specific Standards for the Hallways and Stairwells

- Gather necessary items from your locker before class begins. If you need to visit your locker during class time, do so only with teacher permission.
- Use your own assigned locker and keep the combination private.
- Clean out your lockers regularly and dispose of the garbage properly.
- The locker is the property of the NLESD. It can be searched at any time if deemed necessary.
- Behave quietly in the hallways and move to destination without loitering.
- Use appropriate manners, language and voice level. This is especially important when traveling in the hall during instructional time.
- When given permission to leave the classroom during instructional time, always return to class promptly.
- Walk; do not run. Be aware of your physical presence around others. Roughhousing can result in you and others' being hurt. Refrain from it.
- Refrain from public displays of affection.
- Be considerate. Hold doors for others and clean up after yourself.
- Respect school property and displays.
- Do not admit students through the side doors. This violates NLESD school security protocol.

Specific Standards for the Washrooms

- Restrict washroom visits to non-class time. If you need to use the washroom during class time, sign out from the class to use the washroom.
- Use the washroom on the same floor as your classroom.
- Respect the privacy of others while in the washroom.
- Practice proper hygiene in the washroom. Flush, wash your hands and clean up after yourself.
- Keep the washroom clean and free from graffiti. Please report any public mischief or anything in need of maintenance to a teacher.
- If you see a belonging that may have been left in the washroom, please bring it to the office.
- It is essential to report any forms of bullying to a teacher. Your name will be kept confidential.

Specific Standards for Recess/ Lunchtime and the Cafeteria

- Respect the school allergy policy. We do have staff and students in our school who have allergies to Peanuts (airborne), fish (airborne), and Scents
- Some students have life-threatening reactions to snacks and food that “may contain traces of nuts”. Bringing these products to school may result in a child or adult having a life threatening allergic reaction.

- Use the cafeteria and vending machines outside of class time.
- Respect the cafeteria staff and the duty teacher.
- Be patient and wait your turn in line. You can save a spot for someone in the lineup if you move to the end of the line. But only for yourself.
- Share the table space and use appropriate manners.
- Keep the area clean by disposing of garbage properly. Place garbage in the appropriate bins and recycle whenever possible.
- Use emergency exits only when there is an emergency.
- Specific Standards during Lunch Time outside the Cafeteria
- The Topsail Road area is an extremely busy area. Please follow all traffic safety rules and err on the side of safety when you are outside.

Use a crosswalk to cross a street whenever possible.

- Know a crosswalk alerts drivers that someone may be crossing the road, but make sure to look left-right-left and verify that cars have stopped before crossing.
- You cannot assume that because you are on a crosswalk that traffic will stop.
- If a vehicle is coming do not try to cross, vehicles move much faster than you can run.

Specific Standards for Assemblies and Presentations

- Attend and participate in assemblies and presentations that are made available to you.
- Ensure that you sit with your class and teacher and follow the instructions of all staff members.
- No food or drink permitted
- Hands and feet to yourself.
- Respect invited guests and speakers. They have given up their time for you. Show appreciation by representing your school well.
- Please turn off your phone. It is distracting for everyone when a phone ringtone goes off in an assembly or during a presentation.
- Respect the nature of the assembly. A Remembrance Day assembly will feel different from a school spirit assembly.
- Listen attentively and use appropriate language.
- Show appreciation by clapping, cheering, etc.

Specific Standards for Co-curricular School Events

- Represent yourself at Waterford Valley High in a positive manner and with pride.
- Respect the property of each event site.
- Use polite and appropriate profanity-free language.
- Speak, dress and behave appropriately.
- Be alcohol and drug-free.
- Show respect and a supportive attitude for all spectators, participants, coaches, officials, etc.
- Respect the decisions of all officials, coaches and teachers.
- Always give your best effort.

Specific Standards for the School Grounds and Parking Lot

All Vehicles must:

- Follow the school parking lot procedures and all signage.
- Follow safe driving practices on and around the school grounds.
- Drive safely and respect the pedestrian right-of-way on and around the school grounds.
- Topsail Road is a high traffic road so err on the side of caution when entering and exiting this area.
- Park car and promptly enter the school using the main entrance.
- All Pedestrians
- Interact with all on the school grounds in a positive manner.
- Do your best to keep others safe by practicing safe contact.
- Respect the drug and smoke-free policy.
- Keep the school grounds clean by placing garbage in the appropriate bins.
- Treat school property and equipment appropriately.

Specific Standards on the Bus

- Riding the bus is a privilege, not a right. It is an extension of the school day. All in-school rules and expectations apply when traveling on the bus.
- Wait in your designated area for pick-up and drop-off.
- Travel safely by sitting appropriately and remaining in your seat.
- Use appropriate language and voice that's polite and profanity-free.
- Model appropriate behaviour and be a positive role-model.
- Respect the bus property.
- Dispose of garbage properly. It should not remain on the bus.

- Report any graffiti or damage that seem out of the ordinary.
- Follow the driver and staff rules.

Specific Standards for the Digital Environment

- Keep your accounts and passwords private at all times.
- Use privacy settings.
- Keep personal devices in a safe place.
- Keep personal information private. Understand that what you share online remains public for all time.
- Adhere to the computer network policy of NLESD.
- Use electronics appropriately and only when authorized.
- Obtain permission prior to taking and distributing photos of staff and/or students.
- Be respectful in the online environment.
- Respect privacy.
- Report any online activities that make you uncomfortable.

Inappropriate Behaviours

In abiding by Waterford Valley High School Standards of Behaviour, all members of the school community are expected to refrain from:

- Breaking federal, provincial or municipal laws.
- Any behaviour that discriminates based on economic status, national or ethnic origin, individual differences, religion, culture, body image, gender, sexual orientation, gender identity, age or ability.
- Any violent or bullying behaviour (physical, verbal, social, electronic) that intentionally causes harm (physically, socially, or emotionally) to another person.
- Making derogatory or hateful comments toward an individual, group of people, idea, opinion or belief.
- Threatening an individual, group of people or property.
- Injuring an individual, group of people or property.
- Use of technology that intentionally abuses or bullies another person or interferes with the positive climate of the school. Examples of violating this code include:
 - Instant Messaging Harassment – sending hateful threatening messages, warning wars, creating a screen name similar to another person’s name (adding an “e” or one less “l”) and then saying embarrassing or inappropriate things on it.

- Taking passwords - impersonating a person online, changing a person's profile and/or locking a person out of their account.
- Profiles or blogs – using these to damage another person's reputation or invade their privacy (writing about a relationship break-up).
- Websites – creating a page specifically designed to insult someone, posting someone's private information online, sending pictures through IM's, TM's or Emails – these include degrading pictures.
- Sending pictures of students in compromising situations (doing something illegal, drinking, private pictures, etc.).
- Internet polling – who's hot? Who's not? Sharing secrets, spamming, etc.

SCHOOL-WIDE BEHAVIOUR PLAN

Waterford Valley High's School-Wide Behaviour Plan identifies behaviours that are unacceptable both in-school and when representing the school outside the school grounds. Inappropriate behaviours include the following represented through the PBIS three tier approach:

TIER 1 - MINOR BEHAVIOURS	
Classroom disruption Off task/assigned work not completed Off task (excessive talking, disturbing others students' learning, distractive behaviour) Unprepared for class Lateness Taking items without permission Inappropriate use of personal items (eg. Hats, hoods, skateboards cell phones etc)	Inappropriate use of technology Inappropriate hallway behavior (hugging, rolling eyes, pushing etc.) Extended period of time out of class (hallway or washroom) leaving class without permission Violation of personal space Inappropriate behavior on bus Inappropriate clothing Dishonesty
TIER 2 – MIDDLE BEHAVIOURS	
Leaving class or supervised area without permission Non-compliance/defiance Pushing in halls and/or stairwells Disrespecting self and others (e.g. teacher's work space, personal space)	Bullying as defined by the Dept of Ed. Violation of school electronics/cell phone policy (taking photos videos etc.) Inappropriate clothing Damaging property (school peers etc.) Compromising bus safety

Inappropriate school representation (field trips, athletics, recitals, assembly, etc.) Skipping Class or Detention	Inappropriate use of matches/lighter Theft
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TIER 3 – MAJOR BEHAVIOURS

Directed profanity Using language that is violent, profane or discriminatory Theft – higher level Skipping school/ Leaving school without permission Inappropriate use of technology Intentionally pulling f the first alarm of first extinguisher Vandalism False accusations (staff member, etc.)	Physical aggression/injury (fighting etc.) Drugs and/or alcohol Smoking on school property Threats or intimidation of others Compromising bus safety Weapons Sexual behavior Discrimination based on economic status, race, color, culture, national or ethnic origin, language, religion, gender, sexual orientation, gender identify, body images, individual differences age of ability
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PROACTIVE STRATEGIES

Expected behaviours as identified in Waterford Valley High Standards of Behaviour will be encouraged and supported through the following school-wide practices:

- Behavioural expectations are communicated with all members of the school community through a variety of methods which may include hard copy handouts, school newsletters, parent/guardian –teacher night, school web-site postings, and/or emails.
- Standards of Behaviour for students are reviewed, practiced and discussed as needed.
- Standards of Behaviour are utilized consistently by all staff.
- Students may be offered choices, so that they can make an informed decision before acting.
- The resulting consequence of each choice is up to the professional judgment of the attending staff member.
- Maintaining the modelling of appropriate behaviours by school staff.
- Maintaining the acknowledgement of appropriate student behaviours through a variety of methods which may include positive verbal feedback, positive non-verbal gestures, and/or contact with parent/guardian, etc.

- Parents/guardians may be contacted by teachers for feedback on student behaviour and accomplishments.
- Curricular and extra-curricular programs that promote social skill development are available. Examples include: Social Justice Group/Gay Straight Alliance, NLESD Hazing Presentation, NLESD Luring, Threats and Sexting Presentation, NLESD Violence Awareness Presentation, arts and athletics, etc.
- Environmental and/or programming changes are considered.
- Teacher uses the pre-referral process to determine and/or meet a student's needs.
- Referral for assessment may be considered by the service delivery team.
- Referral for counselling.
- Referral to district staff such as the school designated educational psychologist or outside agencies.
- Consistent teacher documentation of inappropriate student behaviour.
- Focused support for small groups and individual students.

REACTIVE STRATEGIES

In response to inappropriate student behaviour, teachers and administrators of Waterford Valley High shall utilize a Reactive Strategy, depending on:

The level of the behaviour.

Circumstances of the behaviour:

The people involved (students/staff/etc.)

The environment

Precipitating factors

Special circumstances

Past reactive strategies utilized for this student and the students resulting behaviour.

The frequency of the behaviour.

The student's exceptionality and/or Individual Education Plan (IEP).

The reactive strategy used will be determined by the professional judgment of the attending staff member. Interventions for level two and three incidents will be conducted in consultation with the school administrator.

TIER 1 INTERVENTIONS/CONSEQUENCES

Appropriate school response to Tier 1 student behaviours (which are responded to by the teacher witnessing the behaviour):

Nonverbal Reminders such as close proximity and “The Look”

Visual Reminders (signs, subject expectation chart), “Lights out” to get attentions, Stand/sit and wait (with possible consequences)

Verbal Reminders such as “shhhh!”, “please be quiet”, talk s-l-o-w-l-y, lower voice to get attention (start by whispering then raise voice to normal level),

Other responses include:

- modelling of expect behaviour
- re-teach expectations
- acknowledge positive behaviour
- use of incentives
- Humour - For example: “That’s pretty funny but now you need to get back to the assigned work”.
- Ignore the behavior (could be an isolated event)
- Monitor behavior to see if there is a pattern developed
- Redirect by pulling them into a conversation/activity
- Consult with other teachers working with the student
- Praise the positive actions the student makes (positive feedback for what the student should be doing but may not always be doing)
- Use the student’s name in a positive manner instead of a negative (don’t use the student’s name in negative examples)
- Peer mentor (student buddy to help model behavior/seating plan)
- Buddy system (a student who is responsible and doesn’t mind helping the misguided student to focus)
- Provide breaks
- Raise hand to get attention
- Apology (student apologizes (verbal or written) for behavior, restorative justice)
- Correct misbehaviour (let the student know what is expected and what they need to do)
- Natural consequences (if they should be walking but decide to run and then they fall, do you need to do anything else?)
- Student driven consequences (ask the student what should be done)
- Offer teacher driven choices and consequences

- Removal from group
- Arranged seating
- Self-reflection – verbal or written (What did you do? How would you change it?)
- If you don't teach the student, advise the Advisory teacher of behaviour and intervention that was taken
- Teacher detention (in-school detention)
- Loss of privileges (this could be a safety issue)
- Restitution - restoring something that has been lost (if a drink is thrown by the student then he or she cleans it up, if there's writing on a desk then it's cleaned off, etc.)
- Student contacts parent/guardian on the phone to explain their behaviour
- Subject teacher contacts parent/guardian (ATIP email if available)
- Subject teacher contacts parent/guardian phone call - used with caution as the parent or guardian may be working in structured environments (medical field, mechanic, etc.)

TIER 2 INTERVENTIONS/CONSEQUENCES

ALL MINOR INTERVENTIONS/CONSEQUENCES FALL INTO THIS CATEGORY

- Possible removal of student from situation (written documentation should be used). This could be an intervention or consequence
- Behaviour Tracking sheet
- Loss of privilege
- Restricted access to facilities/activities
- Sent for office detention
- Meeting with parent/guardian and possibly the student
- Team problem solving
- Consult Guidance, Service Delivery Team and/or other outside professional services (i.e. Janeway)
- Consult the administration (provide some form of written report)

TIER 3 INTERVENTIONS/CONSEQUENCES

ALL MIDDLE INTERVENTIONS/CONSEQUENCES

- Remove student from the situation
- Evacuate the class (safety first)
- Student / Parent- Guardian / School Conferences / Guidance

- Educational program change if academic and grounded in exceptionality – team consultation
- Consult District personnel
- Contact with student protection (medical professionals/Outside agencies)
- CPI
- Behaviour management plan (BMP) / contract
- In-school suspension
- Out of school suspension
- Reduced day(s)
- Alternate school application
- Contain classes on floor (secure school or lockdown)
- Consult with medical or emergency personnel
- Police involvement

Note: The Bullying Intervention Protocol will be used in appropriate situations as determined by policy.

USE OF AND/OR POSSESSION OF ILLEGAL SUBSTANCES WITHIN THE SCHOOL

All students and employees **have a right** to work and learn in a safe, secure and caring environment. It is recognized that students using or in possession of alcohol or illegal drugs undermines this right. Waterford Valley High teachers, working together as a team, will not tolerate use of or possession of illegal drugs in the school environment so that we can provide a safe and caring school for all students and employees. This behavior is viewed as being extremely inappropriate and can result in suspension, parent contact, and police involvement.

NOTE: It is nearly impossible to ‘prove’ whether a student is under the influence of a drug without a blood test. Thus for school safety the principal or his/her designate can search and/or suspend a student on suspicion **ONLY**. Thus this protocol is put in effect out of concern for the health and safety of the individual as well as the school as a whole.

Suspicion may include one or more of the following:

- ◆ student smells of either alcohol or marijuana
- ◆ student is acting or behaving in a manner that is out of character
- ◆ dilated pupils and/or bloodshot eyes
- ◆ student is unresponsive or hyperactive

- ◆ signs of overdose may be dizziness, drowsiness, vomiting and/or weakness (if suspicion of overdose please contact administration and/or guidance immediately).

If another student knows one of their peers is under the influence of a drug/alcohol we encourage them to discreetly alert an adult as soon as possible. NOTE TO STUDENTS: There is a vast difference between *telling* which ensures the safety of others and protects them from harm, and the term known as *ratting* which has the main goal of getting someone in trouble. We encourage actions that ensure the safety and wellbeing of our students at all times.

CELL PHONE AND CD/MP3/HANDHELD GAMES POLICY

While the use of Cell Phones/CD /MP3 Players and other such technology can be effective learning tools during class time they can also greatly distract from the teaching learning process if used inappropriately.

To reduce classroom disruption electronic items of this nature are to be **turned off** and out of sight unless under the direction of the teacher.

Violations of this policy will result in **CONFISCATION**, *detention* or possible *suspension*. Your support in this matter is greatly appreciated.

Please note, if for any reason a student must be contacted during class time all communication must go through the office.

ACADEMIC INTEGRITY POLICY

Students at Waterford Valley High are expected to maintain the highest standards of academic conduct. Essential to the success of our educational mission is a commitment to the principles of academic integrity. Every member of the school community is responsible for upholding the highest standards of honesty at all times.



1. Students are reminded that the taking of articles and information directly from the Internet or other sources and submitting it as your own work is **PLAGIARISM (CHEATING)**. While use of the internet is encouraged, students are advised to be sure to acknowledge all of their sources of information that are not their own original thoughts.
2. Any candidate who through accident or otherwise obtains improper access to tests or examinations prior to writing, or engage in any form of copying or cheating in any test or examination shall receive a grade of 0% for the exam.

Violations of academic integrity will be referred to the office and dealt with by the assistant principal or principal.

SUPPLEMENTARY EXAM POLICY

The School Board Evaluation Policy requires that for students to be eligible to write a Supplementary Examination a student must have completed the course previously and achieved a minimum final grade of 35%.

GRADUATION DINNER AND DANCE POLICY

The graduation dinner and dance is a school event held during the month of May. The primary purpose is to recognize student achievement and celebrate graduates who will successfully complete high school within that school year. It is further recognized that this event can serve as a motivator for student success.

GRADUATION DINNER AND DANCE

The graduation dinner and dance is held during the month of June. This event is held to recognize the graduating class and their achievements. Therefore to attend this dance and be included in the graduation list students must be **eligible to graduate** during the current school year. I.e. Students should have already completed a minimum of 22 credits and currently taking a full load of 14 credits of which they are obtaining a passing grade on midterm reports. Please note: Student eligibility will be determined after mid-year reports. *This event is considered a school function and therefore all codes of school behavior still apply.*

Process:

The administration will determine a list of students who are eligible to graduate in the current school year. Eligibility will be determined and posted by the end of February.

Students not listed have the right to appeal. At the dinner and dance, eligible students are invited to join in the Grand March and will have their names listed as 'Graduates' in the evening's program. Students are invited to attend the function in the year that they are actually graduating. For most students this is at the end of Level III while for others it will be at the end of Level IV. Students not on the eligibility list may only attend as invited guests.

Appeals

All students have the right to appeal. All appeals must be in writing to the school administrative team stating individual circumstances. The appeal deadline will be one week after the eligibility list is posted.

ATTENDANCE POLICY

Attendance Strategic Messaging for Parents

Statistics:

- One day of missed school = as many as three days of catch up for a child to learn all the missed information and skills.
- Chronically absent students on average score 15 – 20% lower on assessments than students who attend school on a regular basis. (BERC consortium at John's Hopkins 2009 study)

Why is it so important to attend school every day?

- Research has proven a high correlation between regular school attendance and successful academic performance.
- School attendance lays the foundation for whether students graduate or drop-out of high school.
- Absence from school is the greatest cause of poor academic achievement.
- Learning is progressive. Students who do not attend school miss out on carefully planned sequences of instruction. Each day's lessons build on the previous days.
- Lectures, discussions, learning activities, and social interactions cannot be made up.
- Regular school attendance encourages the development of responsibility.
- Absenteeism hurts all students in the class. Students who are absent require more of the teacher's time and attention which takes away from regular instruction.

How can parents help?

- Parents must model the value of education INCLUDING the importance of regular attendance.
- Arrange family trips, activities and vacations when school is NOT in session so that students miss as little school as possible.
- Schedule doctor and dental appointments in hours either prior to school or after school.
- Establish good routines at home to ensure on-time arrival at school every day.
- Make sure your child understands that you do not approve of missing school.
- Take an interest in your child's school work and be ACTIVELY involved in the school. Your child will value school more if you do.

NOTE: Between 5% - 25% of students experience some degree of “school refusal” during their schooling careers. This can range from complaints of attending school to missing school for months or years at a time. If you suspect your child is missing school due to anxiety or a school phobia please seek professional help as soon as possible.

Is poor attendance a common problem in high schools?

Simply put the vast majority of students in senior high school are on time and attend all of their classes. Our high school attendance rates are approximately 85%. To break this percentage down to numbers we have approximately 780 students at WVH. Thus the number of students that have attendance and lateness issues are in the range of 120 students.

Synrevoice

Students who are absent from class will receive an automated phone call in the evenings informing them of the periods the student was marked absent for. Note that students are marked “present” by default. For a student to be absent the teacher has to physically put in the absent code. Although there can be human error from time to time the accuracy rate of the Synrevoice system is very high.

Lateness Policy

- Students late for any class (including advisory period) are to report to the main office to be issued a late slip.
- The office will record the lateness and students will be issued a detention once they reach their 3rd late, and for every lateness thereafter.
- A student who is late for 2 classes in a single day will be issued an automatic detention.
- If a student is late by 15 mins or more for class, they are to sit in the office and will be seen by a member of the administration, and may not be admitted to that class, depending on circumstance.
- If a student initially arrives to school any time after 9:30am with no reason they are to be seen by a member of the administration.

DETENTION POLICY

Detention is assigned by the office as a consequence for students who do not follow behaviour expectations.

Detentions will be held during the first half of lunch (12:22pm – 12:47pm) in room 314 on **Mondays, Tuesdays and Thursdays.**

- If a student misses detention, the student will be suspended from school the next school day.

- When it becomes apparent that an individual student is “not responding” to the detention intervention and continues to be late for classes, the office will respond at a higher level of intervention (for example continued suspensions, parent meetings, and tracking sheets).

Behaviour during Detention

Detention is meant to be a quiet time where students can work and spend time in self-reflection. Students may be assigned to complete a detention packet which is designed to provide worthwhile learning experiences for students. If a detention packet is not assigned a student can complete homework or read.

SECTION I – Preface: Waterford Valley High requires regular school attendance; recognizing that regular school attendance is a joint responsibility shared by the student, parent or caregiver, teacher, and administrators. Waterford Valley High believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student.

SECTION II – Responsibilities: Students, Caregivers, Teachers, Administrators school share the responsibility for attendance.

A. Student Responsibilities:

- To attend all assigned classes every day that school is in session.
- To be in class on time, prepared for academic work.
- To know and follow correct procedures regarding attendance.
- To determine what work was missed during the absence and make appropriate arrangements to complete any missed work.
- To supply Written Verification of Absences. NOTE: Absences will become trancies within two (2) school days after the student’s return, unless the Advisory teacher/administration or designate is contacted by the parent/guardian of the student.

*Please see section on contacting the school.

B. Parent or Caregiver Responsibilities:

- To emphasize the importance of attendance to their son/daughter
- To recognize that any absence, regardless of cause, has a detrimental influence on student achievement.
- To inform* the school in the event of a student absence.
- To work cooperatively with the school and the student to solve any attendance problems that may arise.
- To submit a written excuse to the administration within two (2) school days of the student’s return, setting forth the exact reason(s) for the absence.

C. Advisory Teacher Responsibilities:

- To take daily attendance during Advisory period.
- To follow procedures as outlined in SECTION III of this document.
- To update comment code for attendance once notes received.
- To assist students who are attempting to makeup missed work.
- To communicate school attendance procedures clearly to students.
- To inform the student and to contact parent/caregivers of the student's absences.
- To report any attendance problems that may arise to the administration or Attendance Supervisor.
- To work cooperatively with the student and parent/guardian to resolve attendance problems.

D. Classroom Teacher Responsibilities:

- To maintain accurate attendance records for each assigned class.
- To report attendance problems that arises to the Advisory teacher.
- To work cooperatively with the student and parent/guardian to resolve attendance problems.

E. Administrator and Attendance Supervisor Responsibilities:

- To require all students to attend assigned classes.
- To inform parents, students, and staff of school and district attendance regulations.
- To supervise and administer the attendance policy and regulations.
- To maintain accurate records on student
- To work cooperatively with the student and parent/guardian to resolve attendance problems.
- To assist and support teachers with the implementation of procedures.

SECTION III – Attendance Procedures: Information regarding student absenteeism should be directed to the Advisory teacher. A NOTE must be provided for ALL absences. Unexcused absences are unacceptable.

Excused absences may include:

- Illness – verified by phone, email or note from caregiver or doctor
- Medical appointment (attempts should be made to make these outside of school time if possible) verified by note.
- Family/compassionate leave (Please contact the administration or school guidance counsellor.)
- Court/Legal– (summons or subpoena) verified by court documents.
- NOTE: When a student is absent from class to attend a school sponsored activity it does not affect perfect attendance.

- Extended leave - students are discouraged from taking extended holidays during the school term. If, however, it is necessary for a student to miss three or more consecutive days, the student must get prior approval granted by the school administration. Students and parents are cautioned that extended absences may adversely affect a student's achievement.

Acceptable modes for parents to report the absence of their child:

- Notes can be either handwritten and given to the Advisory teacher by the student or dropped off at the office
- Notes can also be sent via Email or Fax
- Phone calls are to be followed up by a note.
- When possible notification of a student absence should be made PRIOR to the absence (in the event of an appointment etc.)
- Otherwise notification must be provided within three days

SECTION IV - Consequences of Unexcused Absences and Tardiness

Unexcused Absence

- In the case of an unexcused absence that a note has not been received after the Advisory teacher is to contact the parent/caregiver.
- If the absence is still unexcused after contact with home has been made then the student will be assigned a detention.
- Students who continue to have poor attendance will be followed up by the guidance department and administration which may include setting up a meeting of students and parents and placing the student on a tracking schedule.

PLEASE NOTE: Parents are not able to excuse students from school for any other reason except medical or family emergency. Parents should apply in writing for any other absences. Also students who miss classes to study for tests or exams will be marked as UNEXCUSED.

Lateness: Please note: To discourage students from being late for class the following procedure can be timely.

- If a student is late for class they will be directed to the office to obtain a late slip.
- The office will record lateness for class in Powerschool along with an accompanying action comment.
- After THREE late notices have been recorded the student will be assigned a detention.
- If a student continues to be late or absent meetings of students, parents, administrators, guidance in an effort to improve a particular student's attendance?

When your child is absent - Contact the school office on the day of the absence as early as possible. Contact can be made either by phone, email or fax. Give your child's name and reason for the absence. Tell the school when you think your child will return. Note: Absence during examination periods will require a doctor's note.

Truancy - Truancy means that a student is absent from school without permission or for a valid reason. A child can become truant if he or she has multiple unexcused absences. Children in Newfoundland must regularly attend school until age 16. A child that is 17 before the start of the school year may withdraw or drop out of school. Their parents must make contact with school personnel and given written permission for the child to be legally withdrawn.

Colluded Absence - This occurs when a parent or caregiver attempts to excuse their child for a reason that is not deemed valid by the school For example a parent may send a note saying "Please excuse my daughter as she had a hair appointment" or "Please excuse my son as we slept in this morning". These are not acceptable reasons for absence or lateness to school.

Recognition of Exemplary Attendance - Students with exemplary attendance will be recognized and rewarded. Students with no unexcused absences or lateness will have their names placed on an Attendance Honour Role. As well prizes and other rewards will be presented to these students during the monthly assemblies.

PLEASE NOTE: STUDENTS WHO ARE ABSENT ARE RESPONSIBLE FOR ALL WORK MISSED IN ACCORDANCE WITH INDIVIDUAL CLASSROOM TEACHER EXPECTATIONS.

TIMETABLE CHANGE REQUESTS

Timetable changes are permitted only because of extenuating circumstances and only upon consultation with the administration, Guidance Counselor, Advisory teacher, the student, and the parents or guardian. Under normal circumstances, **no courses may be added or dropped after the first two weeks** of classes in a semester. Students are expected to study the courses chosen and subsequently scheduled.

We recognize that unforeseen circumstances arise which will necessitate a change of course selection, in which case students will be asked to follow these procedures:

- Obtain "Drop and Add Form" from the Main Office
- **Along with the Advisory teacher**, fill out the form being careful to make sure that courses changed will meet graduation requirements.
- **CONTINUE attending any course you may eventually change or drop** until the process is completed.

Changes will only be made if the parent or guardians agree they are in the best interest of the student.

Appropriate Dress for the School Environment

Waterford Valley High does not have a school uniform we do however have a dress code. Students have the right to choose their own grooming and clothing styles, provided that such apparel is conducive to the school setting.

Due to the sensitivity of this matter, inappropriate dress will be dealt with on an individual basis.

FIRST/SECOND SEMESTER FAILURES

Students who need to be rescheduled because of failures will be accommodated only after other students with timetable conflicts have been given first priority in rescheduling. Students with first or second semester failures may not be rescheduled into a class if the enrollment maximum has already been reached. In such cases students must wait until the following semester in order to take the class. An exception is the Grade 12 student, in which case every effort will be made so that the student will be eligible to graduate by the end of the year.

THE USE OF UNSCHEDULED TIME

Fourth Year students who are enrolled on partial programs may have some unscheduled time. Following are options as to how and where their time might be used:

1. The Learning Commons: The Commons provides space for students to work independently. Since the COMMONS is relatively small and is frequently used by classroom teachers, cooperation is a must.
2. Study time with a teacher: A student may make arrangements with a subject teacher to work in an area to do such things as complete a science lab, work on the school newspaper, work on an art project, etc.
3. PASS Room - Students can use the PASS Room 203.
4. If you do not want to use your free time constructively, you should leave the school and the school grounds until your next class is scheduled.

NOTE: Level IV students are NOT to be wandering the halls, in the cafeteria, or hanging around outside on school property during class time.

LOCKS AND LOCKERS

Students will be assigned a locker by their Advisory Teacher.

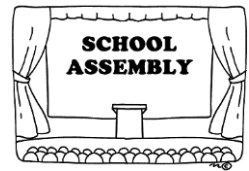
- Students are expected to keep their lockers clean, neat, and in good working order. Any operational problems must be reported immediately to the main office.



- Students will be held responsible for their lockers, and will be charged for any repairs made necessary by abuse. If a student's locker is damaged or defaced, he/she must report it immediately to avoid the charges for repairs.
- Money and valuables should not be left in lockers. If it is necessary to bring a large sum of money or other valuables to school, these should be turned over to the secretary for safekeeping. This policy applies equally to gymnasium lockers. The school takes no responsibility and carries no insurance to cover theft from lockers.
- The school reserves the right to enter a student's locker when deemed necessary.
- Students who withdraw from school are responsible for removing personal possessions from their lockers.
- Students found defacing or damaging lockers will lose their locker privileges for a period of time.
- Students are to use the lock provided by the school and not their own private locks.

SCHOOL ASSEMBLY POLICY

In view of the responsibility of the schools to develop in its students excellence academics, citizenship and individual development, the importance of school assemblies as part of the over-all educational system is unquestioned. Waterford Valley High will hold assemblies where students, teachers and invited guests can come together as a community for shared learning opportunities, student recognition and increase student motivation.



NOTE: Attendance is very important for assemblies. Valuable learning activities and opportunities to hear and meet interesting and important guest speakers are conducted at this time. It is expected that all students attend all assemblies and treat it as a valuable learning opportunity.

The efficient conduct of all assemblies will depend upon strict adherence to the following rules:

1. For formal assemblies such as Remembrance Day (November 11th).
 - Students should keep their heads uncovered as a sign of respect.
 - Students are to sit with the class that they are in attendance at the time they are called to go to the gym for the assembly.
 - Students should put their books and kitbags in their lockers for safety reasons.
 - Students must show respect and proper decorum for invited guests and dignitaries at all times.
 - Students are to follow all rules and regulations for assembly behavior as outlined by Advisory/subject teachers.
2. Other assemblies may be of a more informal nature. Your teacher will direct you as to expected behaviour.

COMPUTER ACCEPTABLE USE POLICY

Computer networks have been established for the enrichment of learning in the school. They provide students with the opportunity to prepare for the technological world in which we live which includes access to online resources enabling integration in all areas of learning. In addition to the vast educational resource base that may be accessed, there exists material which may be pornographic, racist, or in other ways offensive. This policy will address acceptable use standards for students, and responsibilities of the school and individual teacher to prevent misuse of these systems.

Guidelines

- The network administrators will have the following authorities to be exercised in conjunction with school principal:
- grant or revoke user accounts (which allow access to computer network)
- provide teacher supervision of students using network. Due to lack of explicit standards and monitoring technology, the individual teacher, acting within these guidelines, shall have final say on what is deemed appropriate use of the computer.
- allow use of specific computer applications
- monitor which Internet sites are being accessed
- read all outgoing electronic information (i.e. e-mail).

Student Responsibility

- The use of computers and networking is advantageous to the student, yet remains a privilege rather than a requirement. Students are required to adhere to the following guidelines to keep this privilege:
- computers are to be used for educational purposes only; World Wide Web searching and browsing shall be limited to appropriate sites
- language in email is to be of the same standard as other forms of communication. Therefore use of profane, racist, harassing, or otherwise inappropriate language is forbidden.
- harassment of other users in any way is forbidden
- use of anonymous email sites or any other method of disguising source of electronic messages is forbidden
- copyright laws are strictly followed by schools, therefore accessing, downloading, or storage of copyrighted software or information for which school does not have license is forbidden
- computers are expensive and fragile pieces of equipment, and as such extreme care should be taken so as not to damage them
- system security relies on users maintaining the secrecy of their passwords, accounts should not be "shared" for any reason; users should ensure they are logged off before leaving a computer

- accessing or attempting to access any computer, network, or resource for which student does not have authorization is **strictly prohibited** and will lead to immediate revocation of computer privileges
- Penalty for contravention of any or all of these guidelines will range from temporary to permanent revocation of any/all computer privileges, at the school's discretion.

SCHOOL COUNCIL

The purpose of the School Council is to develop, encourage and promote policies, practices and activities, which will enhance the quality of school programs and the level of student achievement. The School Council is composed of teachers, students, parents, and community representatives. If you are interested in becoming a member contact the School Office.

The School Council functions within the School Protocol Agreement developed in collaboration with the English School District and are subject to the Provincial Government's Schools Act.

STUDENT COUNCIL/GOVERNMENT

The Waterford Valley High Student Council operates under the rules and regulations as outlined in the Constitution of the Student Council of Waterford Valley High. The purpose of the Student Council:

To do our utmost to improve conditions for both the student body and staff and to serve our fellow classmates by:

- Acting as a liaison between the staff and students of Waterford Valley High.
- Helping to provide facilities for recreational and social activities.
- Voicing the opinion of the student body of Waterford Valley High.
- Providing opportunities to improve school spirit.

Student Council is an organization conducted by student leaders and supervised by teacher sponsors. The purpose of Student Council is to provide leadership, and to serve the student body, the school, and the community. The following positions are elected each year:

President,	Sports Rep
Vice-President(s)	Public Relations
Secretary	Technology Rep
Treasurer	Arts Rep
Environment Rep	Spirit Leader
Level I, Level II and Level III Reps	

SCHOOL CLUBS, GROUPS AND ORGANIZATIONS

Students are encouraged to participate in the wide range of extracurricular activities offered in the school. Please listen to announcements for information regarding clubs, groups, etc. in which you may wish to participate. The bulletin board is located in the main lobby of the school.

EXTRACURRICULAR ACTIVITIES

Fine Arts Groups

Art & Murals Group
Drama Festival
Improv
Instrumental Band
Jazz Band
School Choir
Film Club

Student Groups

Yearbook
Graduation Committee
Student Government
Animal Care & Welfare
Environmental Club
Mental Health Committee
Sign Language Club

Academic Groups

Math Center
Model UN
Science Fair
Duke of Edinburgh Award
Public Speaking

Social Awareness Clubs

Learning Commons Volunteers
Tutoring for Tuition
Games Room Club
Interact (Social Justice)
Cap & Gown Committee
Soup Kitchen
Kids Eat Smart
GSA (Gay Straight Alliance)
RDA (Remembrance Day
Assembly)

CONTESTS, FAIRS AND EXPOS

Waterford Valley High students each year participate in a number of contests, fairs and expos such as:

- Mathematics Competitions
- Science Fairs - School, Regional, Provincial, National and International.
- Enterprise Education Expos - School, District and Provincial.
- Social Studies Fair

Students interested in these competitions and fairs are asked to see their subject teachers for more information.

PUBLIC SPEAKING, DEBATING CLUBS FRENCH/ENGLISH

Planning a career in law, politics or teaching or are you just interested in developing your speaking/thinking skills? Join the Debating Club. All grades welcome.

MUSIC PROGRAMS

The Music Department offers the following co-curricular music ensembles: Choir, Concert Band. These groups are open to any student in the school if the student's abilities meet the performing level of the group. Students can get credit for Ensemble Performance. Please see the music teacher!

FINE ARTS CLUB

Waterford Valley High displays the work of the Art program in our beautiful Learning Commons. As well at the end of the school year students are invited to share their best pieces of art work during a Fine Arts Evening where we invite parents and members of our community to the school. Interested in art and possibly having your own showing? Please see the Art teacher for more details!

TUTORING FOR TUITION

The Tutoring for Tuition program offers level II and II students an opportunity to tutor other students in return for a voucher redeemable for tuition at post-secondary school. If you are interested see the guidance counsellor.

STUDENT AMBASSADOR PROGRAM

Students who would like to serve as hosts and hostesses for Waterford Valley High are invited to join this club. The responsibilities of Waterford Valley High School Ambassadors will include welcoming new students, providing tours of the school for new students and visitors, and generally acting as tour guides for different school functions such as Curriculum Night and Parent/Teacher Interviews.

THE ATHLETIC PROGRAM

A. INTRAMURAL ACTIVITIES

A "strictly for fun" lunchtime program occurs every lunch time in the gym. Students participating in this program need to adhere to the following rules:

- No Wreckless behavior
- No Food in the gym
- No Outdoor shoes especially on poor weather days

Examples: boys' and girls' ball hockey leagues, boys' and girls' Spring League basketball, and "low organization" fun events such as tugs of war, egg-rolling contest, rubber boot races, paper airplane throwing, slam dunk contests, etc. among Advisory Rooms. Activities vary from year to year depending on student interest. These activities are organized by students with staff assistance.

B. VARSITY SPORTS

The Waterford Valley High Warriors compete in the St. John's High School Athletic Federation and the School Sport NL Association in the following sports: soccer, softball, baseball, rugby, hockey, volleyball, basketball, track and field, cheerleading, cross-country running and golf. In almost all of these sports athletes are given the opportunity to compete at the zone, regional, and provincial levels.

Waterford Valley High Sports Teams

Boys A and Jr. Basketball (Winter)	Cross Country Running (Fall)
Girls A and B Basketball (Winter)	Boys and Girls Track and Field (Spring)
Boys Ice Hockey (Winter)	Boys and Girls Softball (Fall)
Girls Ice Hockey (Winter)	Baseball (Spring)
Boys Rugby (Fall)	Boys & Girls Ball Hockey (Feb – March)
Girls Rugby (Fall)	Boys & Girls Indoor Soccer (Nov – Dec)
Boys Soccer Outdoor (Fall)	Golf
Girls Soccer Outdoor (Fall)	Ultimate Frisbee
Girls A and B Volleyball (Fall)	
Boys Volleyball Senior (Fall)	
Cheerleaders (Winter)	

C. Participation Fee

Participation is based on a user-pay system. Students will be required to pay a fee to participate on a team based on a fee set by the school in conjunction with the tournament convenor. This fee covers the cost for teams to participate in competitions and tournaments.

D. Uniforms

Students will be required to pay a uniform deposit at the beginning of their respective team season. Students who return their uniforms upon completion of each sport season will have their deposits returned. A student's deposit will not be returned if they do not return their uniform. The deposit fee will be set by the school and can be paid in cash or post-dated cheque.

E. Team Participation

Students cannot move between teams within a specific sport. I.e. If a student plays on an "A" team, they cannot quit this team and move to the "B" or "Jr". Teams.

SCHOLARSHIPS AND AWARDS

For information on scholarships and application procedures please see the Guidance Counselor or the Principal.

ATHLETIC AWARDS

Each year Waterford Valley High honours its outstanding athletes and teams.

Awards include

- Athletic Honour Roll - This award is given to graduating students who demonstrates athletic proficiency, academic excellence, and outstanding leadership. This award is presented at the Cap and Gown Ceremony.
- Most Valuable Player awards are presented in all sports
- Most Spirited Awards are presented for all sports
- Rookie of the Year for both male and female
- Most sportsperson-like for male and female
- The Danny King Memorial Award for male and female
- Athletes of the Year. Athletes who demonstrate a high caliber of leadership and academic ability

SCHOOL AWARDS

1. Student of the Year

“The *Student of the Year* is presented to a Level III student who exemplifies all that WVH endeavors to develop in our students: strong academic performance; student working to potential; good attendance record; involvement in varied school or community based activities; and a positive attitude towards students and staff at WVH. The candidate should be well rounded and an excellent role model for students. They demonstrate respect, honour, and pride for WVH.”

- L3 only and will also be Valedictorian
- 90% or above average – credit given to program

2. Humanitarian Award

“The *Humanitarian Award* is presented to a Level III student who has shown dedication, involvement, and a selfless and modest dependability to school culture and persons of the community. An emphasis would be given to their leadership involvement.” Consideration to all three years

3. Warrior Spirit Award

“The *Warrior Spirit Award* is presented to a Level III student who shows dedication and involvement in numerous and varied school operations, activities and events. This student encourages others to participate and become involved in the positive culture of WVH.”

4. Personal Achievement Award

“The *Personal Achievement Award* is given to any Level I-III student who has overcome personal obstacles or has made a major improvement in any of the following areas; academics, work ethic, attitude and /or behaviour.”

WATERFORD VALLEY HIGH SPECIAL AWARDS

Principal's Medal - Awarded to the student with the highest overall average during three years at Waterford Valley High.

Service Awards - Awarded for outstanding service to the school in such areas as yearbook, student council, Kids Eat Smart, etc.

Awards of Excellence (Each Subject Area) - Awarded to the student who demonstrates excellence in each subject area.

Excellence in Attendance - Awarded to a student who has a perfect attendance record for the full school year at Waterford Valley High. (i.e. No unexcused absences).

Academic Achievement (by overall average in 14 credits). Students will receive a certificate.

PRINCIPAL'S LIST	90% -100%
HONOURS	80% - 89%
DISTINCTION	70% - 79%