



STUDENT HANDBOOK

2009 - 2010

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Allan Watson School is a place where each student can find success and caring people to assist them through their high school years. Because we are a small school, our school community is one big family. This is evident by the atmosphere in the school and in the interactions with the parents of our students. We welcome you to our family for this school year.

As our students journey through high school, we expect them to put a sincere effort into their progress, and to make the most of their years at Allan Watson School. We hope students will take the opportunity to participate in some of the many activities we offer, building friendships and memories to last a lifetime. We encourage each of you to get involved, and make a difference in your life and in our school. Every student has the potential to excel if you get involved in the positive opportunities that await you at our school.

All the best in the 2009 – 2010 school year!

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INTRODUCTION



THE SCHOOL:

Allan Watson School was established to offer an alternate school program in 1987, and implemented the Integrated Occupational Program as a “pilot” school in September of 1987. Effective September of 2006, our curriculum became known as the Knowledge and Employability Skills sequence of courses. This replaced what was formerly known as the Integrated Occupational Program (IOP). The school offers a different approach to teaching and learning to those students for whom the traditional program has not been successful. Alberta Education offers an 80 credit High School Certificate of Achievement to those students who complete the required courses. Upon completion of this, the student will be ready for further education in an occupational field, or may seek employment. The school also provides a 100-credit high school diploma route for those Knowledge and Employability students who wish to continue their education at Allan Watson School.

Our program offers a unique opportunity for students to take an alternate route through high school. Recognizing that traditional classes do not suit everyone, our alternate educational program focuses on a student’s strengths and strives to provide successful experiences for each student. Fall 2009, we introduce one alternate grade 9 class, while grade 9 K & E programming shifts to Lethbridge Collegiate Institute and Winston Churchill High School. We continue to offer K & E courses for grade 10 through 12

Overall development of the student is the focus of Allan Watson School – academically, socially, emotionally, and physically – **with an emphasis on positive self-esteem.** Students attend our alternate program because they, and their parents, feel Allan Watson School has the best program for them to be successful.

LETHBRIDGE SCHOOL DISTRICT NO. 51 MISSION STATEMENT:

The mission of Lethbridge School District No. 51 is to graduate responsible, skilled, productive citizens who are empowered as creative problem solvers, lifelong learners, and caring, understanding individuals, who contribute to the betterment of self and society in a changing world; to this end we will provide the most effective resources, programs and services.

School District No. 51 Administration Staff:

Superintendent of Schools
Associate Superintendent
Associate Superintendent
Associate Superintendent

Mr. Barry Litun
Mrs. Wendy Fox
Mr. Don Lussier
Mr. Tim Rollingson

Lethbridge Public School Board Members:

Mr. Gary Bartlett (chair)
Mr. Tyler Demers

Mr. Keith Fowler
Mrs. Lola Major

Mr. Mich Forster
Ms. Jan Foster

Mrs. Lea Switzer

MISSION STATEMENT OF ALLAN WATSON SCHOOL:

To provide a safe, supportive and challenging environment, with an occupational focus, that will enable students to develop academic, social and emotional skills. Allan Watson School will strive to maximize individual potential and to ensure that all students are equipped to meet the opportunities of education, work and life.

GRADE 10 - 12 BELL SCHEDULE

Monday - Thursday

7:58	<i>Warning Bell</i>
8:00 – 9:09	Block 1
9:09 – 9:24	Block 2 (advisor)
9:24 – 10:33	Block 3
10:33 – 10:43	<i>Break</i>
10:43 – 11:52	Block 4
11:52 – 12:38	<i>Lunch (Block 5)</i>
12:35	<i>Warning Bell</i>
12:38 – 1:52	Block 6
1:52 – 2:02	<i>Break</i>
2:02 – 3:10	Block 7

Friday

7:58	<i>Warning Bell</i>
8:00 – 9:09	Block 1
9:09 – 9:24	Block 2 (advisor)
9:24 – 10:33	Block 3
10:33 – 10:43	<i>Break</i>
10:43 – 11:52	Block 4

GRADE 9 BELL SCHEDULE

Monday – Thursday

9:09 - 9:24	Block 1 (advisor)
9:24 - 10:33	Block 2
10:33 - 11:52	Block 3
11:52 – 12:38	Lunch - Block 4
12:38 - 3:10	Block 5

Friday

9:09 - 9:24	Block 1 (advisor)
9:24 - 10:33	Block 2
10:33 – 11:52	Block 3

HOURS OF OPERATION OF SCHOOL OFFICE:

The school office will be open during the following hours:

Monday – Thursday: 7:45 AM – 11:52 AM

12:38 PM – 3:20 PM

Friday: 7:45 AM – 2:00 PM

STAFF LIST

Certified Staff:

Amber Darroch	Principal
Rod Dueck	Assistant Principal
Wayne Pallett	Assistant Principal
Erica Grintals	Teacher
Cori-Jo Heggie	Teacher
Lenore Lindeman	Teacher
Nevin Morrison	Teacher
Jackie Motokado- Bryant	Teacher
Dale Norlin	Counsellor
Craig Oman	Teacher
Derek Resler	Teacher/Spec Ed
Sherry Rohovie	Teacher
Gus Wensmann	Teacher
Brian Wilson	Teacher

Support Staff:

Elizabeth Baker	Ed. Assistant
Kathy Boyd	Ed. Assistant
Judy Chaisson	Ed. Assistant
Don Cowan	Ed. Assistant
Karen Doherty	Caretaker Helper
Lynn Elliott	Off-Campus Education Coordinator
Greg Fischer	School Technology Support
Monica Gast-Mitchell	Student Support III
Donna Graham	Ed. Assistant
Elaine Hudson	Ed. Assistant
Nicole Kowal	Admin. Assistant
Erin Sharp	Addictions Counsellor
Hailey Shenton	Head Caretaker
Allen Skwarek	Ed. Assistant
Maureen Wilson	Library Technician
Rene White Quills	FNMI Home/School Liaison

CURRICULUM HIGHLIGHTS



The Grade Nine Alternate Program: The purpose of the Grade 9 Program at Allan Watson is to provide a safe and caring alternative setting for students having difficulty achieving academic and social success within the traditional school setting.

Allan Watson will be offering an alternative grade 9 program for the first time. Students will receive core subject instruction from a single teacher and have the chance to take a variety of occupational options. Off campus opportunities will be arranged on an individual basis.

The High School Knowledge and Employability Program: The high school program offers instruction in Alberta Education’s Knowledge and Employability sequence of courses.. Students are "on campus” for a block of time, followed by a block of time “off campus,” in a community occupational partnership (about 2 weeks). This rotation occurs four times throughout the school year, twice per semester. This allows for concentrated periods of time to apply learning on site, where the application of skills and knowledge is most realistic.

Students successfully completing the three-year, eighty-credit high school program will be awarded an Alberta Education High School “Certificate of Achievement.”

The requirements indicated in this chart are the minimum requirements for a student to attain a Certificate of High School Achievement. The requirements for entry into post-secondary institutions and workplaces may require additional courses. Typically, our students progress through the following sequence of courses:

HIGH SCHOOL CERTIFICATE OF ACHIEVEMENT	
English Language Arts 10-4, 20-4, 30-4	Physical Education 10
Mathematics 10-4, 20-4	Career and Life Management 20 (CALM)
Science 10-4, 20-4	Occupations Course 10-4, 20-4, 30-4
Social Studies 10-4, 20-4	Work Experience 10, 20, 30
	Option Courses as offered

- Occupational courses are selected from eight occupational clusters: Art Design and Communication, Business Services, Construction Building, Cosmetology, Fabrics, Foods, Human Care (Childcare) and Workplace Readiness.
- When students are 14 years or older, they are offered work experience opportunities in the community. (See Off-Campus Education Placement Program).

- Students are able to earn a regular high school diploma by completing five diploma courses (five credits each) beyond the K & E Certificate of Achievement: English 30-2, Social Studies 20-2 and 33, Mathematics 24 and Science 24. **It is recommended that students achieve a minimum of 65% in Knowledge and Employability core courses prior to receiving instruction in diploma level core courses.**

Student Transfers: Under normal circumstances, transfers should occur at the beginning of a new school year or at semester break. Students planning to leave the Allan Watson School program should inform the administration of their intent as soon as possible. The school will assist the student and parent/guardian with the transfer to the receiving school.

OFF-CAMPUS EDUCATION PLACEMENT PROGRAM:



These courses will generally involve students in “off-campus” activities, preparing students in a direct way for the realities of daily living, for participation in community life, and to enable our students to develop job entry skills required for the world of work. The program will utilize the shared financial, human and physical resources of the community at large. This will enable the community, the home, the world of work and the classroom to all become a part of the learning environment.

All students will be involved in an off-campus education partnership, in 10-day blocks of time, on-site with an employer and a supervisor. As some students will require more supervision than others, they may be placed in a transition level program where they might participate from half days to full days throughout the co-operative education sessions at various businesses. Each student’s placement is dependent upon readiness, interest and the abilities of the student. Students must be 14 years of age, with regular attendance, and an appropriate level of skill development to be placed off-campus.

CO-CURRICULAR PROGRAMS:

The staff of Allan Watson School recognizes the value of the co-curricular programs, and volunteers countless hours of time to a broad range of activities and events to students beyond the classroom. Noon hour and after school activities include: basketball, floor hockey, badminton, soccer, volleyball, belly baseball, cooking club, craft club, sewing club, movie club, computer club, drama club, art club, rugby, weight training, and many more. All students are encouraged and welcome to participate in these enriching activities, which contribute to individual development as well as school spirit.

FIELD TRIPS:

Within the curricula of each grade there exists many opportunities to take the “learning” out of the classroom to a better learning environment in the community. These field trip adventures create a better place to learn, in a more realistic setting. At the beginning of the year, parents are required to sign a permission form to allow their son/daughter to

participate in these educational opportunities within the City of Lethbridge. Parents will be informed when these field trips venture beyond this distance. The staff of Allan Watson School believes that these field trips enhance the learning for the students.

PARENT CONFERENCES AND APPOINTMENTS:

We appreciate the need for parents to be informed about the progress of their son/daughter/ward in school. Teachers, administrators, and counselors are generally able to arrange for a conference during most school days, by a parent/guardian calling the school to schedule a meeting time. In addition, the school schedules W.I.N. (Watson Intervention Network) meetings once a week for a half-day, involving the school district psychologist.

PROGRESS REPORTS, REPORT CARDS & EVALUATION:

Progress reports are issued twice per year and report cards are issued four times per year. These reports are important to provide the parents and the students with information about their progress in their courses.

- | <u>Progress Reports</u> | <u>Report Cards</u> |
|-------------------------|---------------------|
| • October 09, 2009 | • November 20, 2009 |
| • March 5, 2010 | • February 5, 2010 |
| | • April 16, 2010 |
| | • June 30, 2010 |

Also, parent conferences are held two times per year and parents are urged to attend these conferences. This year they will be held at the following times:

- November 26, 2009 -(4:30 – 8:00 PM)
- April 22, 2010 - (4:30 – 8:00 PM)

Specific information concerning individual course evaluation is included in each course outline.

PROMOTION POLICY:

According to Alberta Education Policy, the minimum passing mark for any course shall be 50%. Promotion from one grade to the next grade is dependent upon successfully completing courses with a passing grade of at least 50%. Student promotions are based upon each individual's progress, readiness, and life circumstances. (Appeals of any decision regarding promotion can be made following the "Appeal Procedures" outlined in this book).

STUDENT SERVICES

ADVISOR PROGRAM:

In order to provide effective communication among the student, the school and the home, and to better meet the individual needs of each student, Allan Watson School has an Advisor Program. The Advisor Program has as its objectives: to monitor the academic progress of advisees; to provide advisees with a resource and support group which can provide information about the structure and function of the school program; to provide regular contact between the school and the home; and, to provide encouragement and direction for advisees.



BUSSING:

Students who reside more than 2.4 kilometers from Allan Watson School will receive free bus transportation to school.

BUS RULES & GUIDELINES: (Set by the City of Lethbridge Transit Department)

Please refer to the handout provided by the City of Lethbridge Transit Department at the back of this handbook. At the request of the Transit Department, we ask that you read this handout carefully with your son/daughter, as severe consequences may result if these rules and guidelines are not followed.

COUNSELLING SERVICES:

Throughout a student's secondary school years, there are many times when support is needed for various decisions. Allan Watson School is fortunate to have a number of support services available for students, to assist them in academic counseling, career choices and personal decisions. Students may seek support from: their advisor, classroom teachers and administration, tutors, counselors and youth workers, School District #51 student support services (i.e. school psychologist), and, referrals to community agencies.

INSURANCE:

School accident insurance is available through a local company. The forms will be available in the office, but the premium will be paid by the parent/guardian directly to the company. Students participating in athletics should be covered by insurance.

LIBRARY:

Allan Watson School has a library available to staff, students and parents. Although it is small, it has a variety of fiction, non-fiction, reference books, puzzles and games. It is usually available to students throughout the school day and is staffed with a library technician.

LOCKERS:



At the beginning of the school year, each student will be assigned an individual hall locker. Students are held responsible for the cleanliness of their lockers and are not to share or trade them with other students. We acknowledge and respect the privacy of the students attending Allan Watson School and we provide each student with the use of a locker in which he/she may store clothing, school materials and other personal property. Each student is responsible for locking the locker assigned to him/her, against intrusion by other students. All lockers are and shall remain the property of Lethbridge Public School District #51.

Officials shall retain the right to open and search lockers, with or without the knowledge or presence of the student involved, when the circumstances are such that the protection of life and/or property demands such actions, or there is reason to believe it is in the interest of safety.

All lockers will be locked with combination locks supplied by Allan Watson School. Students are not allowed to replace these locks with others, for safety reasons. If for some medical reason a student requires a key lock, one key must be deposited in the office.

LOST and FOUND:

Items that have been found should be turned in to the office immediately so that the owner may claim them. Inquiries concerning lost articles may be made at the office. Articles can be claimed from the lost and found area in the office.

Students are asked not to bring valuable items or large amounts of money to school. The school will not be responsible for the theft of such articles. If it is necessary for such articles to be brought to school, the student should deposit them in the office for safekeeping.

LUNCH HOUR:

During the lunch hour the school provides a canteen service for staff and students, serving beverages, snacks and hot and cold food. The lunch hour is supervised by staff and students are allowed to remain in the lunch room area during the noon hour. Most lunch

hours have a co-curricular activity in which students may participate (see Co-Curricular). Students who leave the school grounds are no longer under the supervision of the lunch hour supervisors.

LUNCH HOUR TUTORIALS:

Academic tutorials will be offered during lunch hour from Monday to Thursday. Each core subject will be allocated one lunch hour tutorial per week. Please have your son/daughter check with their advisor or school administration for additional information.

TELEPHONE:

Alan Watson School provides a student phone for student use and for local calls during non-classroom hours. Students are not permitted to use the phone provided for them during class time except in an emergency situation. Permission must be obtained from your classroom teacher before the phone may be used.

POLICIES and PROCEDURES



ANNOUNCEMENTS / NEWSLETTERS:

Announcements are made daily on the public address system. Newsletters, providing pertinent information about the school and school-sponsored activities, are sent home during the last week of each month. In addition, our automated telephone system will contact parents identifying students who have missed classes on a daily basis. This system will also be utilized for communicating other announcements to our parents.

APPEALS:

The Board of Trustees of Lethbridge School District No. 51 believes that students (through their parents) have the right to appeal any decision made by school personnel with which they disagree. Policy has been developed which provides guidelines for making such appeals and is available from the school office on request (Policy IFA). The general terms of the policy provide that the first appeal should be made to the person who made the decision in question with subsequent appeals to the Principal, the Superintendent and the Board. Initial appeals may be made verbally but all appeals that go beyond the school itself must be made in writing.

ATTENDANCE & LATE POLICY:

Attendance

In keeping with the Allan Watson School “Positive Behavior and Discipline Plan,” the focus of the attendance policy is upon regular attendance. The school and the home must

co-operate in promoting the importance of regular attendance at school, based upon the premise that each class period contains instructional material or activities of significant importance to the student. Regular attendance is essential for successful work in school, and is also a prerequisite for success in the work place. It is our belief that academic success is directly related to attendance at school. Therefore, the school has a policy on attendance, where each student is expected to attend all classes, unless they have been excused for a valid reason (e.g. illness, death in the family, some emergency that demands attention).

When a student is absent, the home is responsible for contacting the school to inform us of the student's absence. A phone call is expected as soon as possible. When a student has been absent from class and their parent has not excused the absence, the student may be subject to a detention after school on the following day.

During the school day, a student must formally check out of the school before leaving by signing the checkout book in the main office. For students under 18 years of age, parental contact is necessary before a student can be excused from school.

DRESS CODE:

The intent of the Allan Watson Dress Code is to allow individual expression while respecting the health and **safety** of other students, staff and the community. Under normal circumstances clothing (including accessories) worn to school shall:



- be free of profanity or the suggestion of profanity
- be free of symbols or slogans that promote or glorify the use of drugs, alcohol, violence, racial hatred, gang or cult involvement, or illegal activities
- cover the body in an acceptable manner which includes: skirts and shorts to at least mid-thigh; shirts/blouses to cover stomach, shoulders, and cleavage
- allow for comfortable movement

Jackets and winter coats are to be kept in lockers during class times. They will not be allowed in the classroom. Students are not permitted to wear the “hoods up” (covering head) in the school building if they are wearing hooded style sweat shirts.

Hats shall not be worn in assemblies.

Sunglasses shall not be worn in school.

Policy Procedures:

1. Under normal circumstances students are expected to govern themselves.
2. A staff member who believes that a student's dress is not in keeping with the dress code will ask the student to change, remove or cover up the inappropriate item.

3. If the student does not comply with the staff member, the student shall be referred to school administration.

ELECTRONIC COMMUNICATION DEVICES INCLUDING CELL PHONES:

Allan Watson strongly discourages students from bringing any electronic communication devices to school. The school will not be responsible for the loss, damage or theft of such devices. We have experienced a great number of difficulties with students having cell phones in classrooms and in the hallway.

We are expanding this policy to state very clearly that **cell phones must be turned off and must not be used by students during instructional time.** This means that **we will not see any cell phones being used in the hallways or classrooms during instructional periods.** However, students may use their cell phones before school, at breaks, during lunch hour, and after school. The students cell phones must be turned off and out of sight during the instructional blocks.

If a student is observed using a cell phone in the hallway or classroom during instructional times, it will be confiscated by the teacher/staff member and brought to the office. The student may pick up the phone from an administrator at the end of the school day.

FEES: (School & District)

All students in Lethbridge School District #51 must pay school fees to cover the cost of textbooks, materials, supplies, etc. School fees for Allan Watson School students are:



\$70.00 (basic instructional fee)
\$10.00 (student union fee)
\$45.00 (option courses fee)

Total \$125.00

Students are held accountable for lost or damaged books and will be charged a replacement fee. If a lost book has been paid for and then found, the student will be given a refund as long as the book has not been damaged. This will take place through the main office. Equipment or facilities damaged by students because of an accident or carelessness must be repaired or paid for by the student.

It would be appreciated if payment of school fees could be made in September. All payments will be receipted.

FIRE DRILLS:

The purpose of a fire drill is to provide students with practice in exiting the school building quickly and in an orderly fashion, to prepare them to leave the building without panic if a fire should occur, and to develop a sense of self-control in case of an emergency.

Allan Watson School holds at least four fire drills, at irregular intervals, during the school year, according to School District policy.



LOCKDOWN DRILLS:

The purpose of a lockdown drill is to provide students with practice in securing themselves in a safe location should an immediate or potential threat to their safety exist. It is critical to practice these drills to assist students in developing a sense of self-control in case of an emergency.

HARRASSMENT:

Harassment can take many forms. Examples are physical abuse, verbal abuse, indirect actions (ie. rumors, exclusion of others), racial slurs, sexual innuendoes and comments, disability harassment, etc.

The goal of this policy is to make our school a safe and positive place to learn and work. The education of our whole community about the negative effects of harassment and discrimination is paramount. We hope that this policy will foster a more positive and safe school climate.

When someone feels that they are being harassed the following steps can be taken:

1. Let the harasser(s) know that you do not approve of their behavior.
2. If the behavior continues, let someone else know (a parent, teacher, friend, counsellor, significant adult in your life).
3. When you decide that the behavior needs to be reported please follow these steps:
 - a. Make an official appointment with an administrator. Don't just mention it in the hallway or on the playground. Your significant adult could help you make the appointment.
 - b. The administrator will document your statement in writing and keep it on file.
 - c. The administrator will talk directly to the harasser about the behavior.
4. If the behavior continues, the following steps will be followed:
 - a. 2nd offence: the student's parents will be notified and the student must meet with a counsellor.
 - b. 3rd offence: the incident will be reported to the Alert Police Officer and a school suspension could be applied. A WIN meeting will be held.
 - c. 4th offence: Police asked to press charges, suspensions leading to an expulsion from the school or district, outside agency counselling expected.

NOTE: These steps are for minor behaviors. If the offence is severe or extreme more immediate suspensions, charges, counselling, etc. will be required.

LEAVING SCHOOL GROUNDS:

During regular school days (excluding lunch hour) students must contact the office before leaving the school grounds. Parent contact must be made before the student can be allowed to leave. Students must not leave the school grounds during breaks other than lunch hour.

MEDICAL PROBLEMS:

If a student is not feeling well, he/she should report to the office. In less serious cases, the student may remain in the office for a short period of time. If the illness is more serious, the office will contact a parent. School Board policy prohibits us from sending a student home unless parents are notified. If contact with parents cannot be made, we will keep the student and administer to him/her as best we can. **Board policy also prohibits schools from administering medication of any sort to students unless special circumstances prevail.** If a student requires regular medication, the parent should contact the office for further information.

The school requires that parents provide an Alberta Health Care Insurance number for each student, as well as, any pertinent medical information relating to their son/daughter.



In the event of a medical problem that occurs during the school day, the student is expected to report to the office. Students must inform the office for care and support.

PARKING:

The on-site lot is available for staff parking only. Students are expected to make use of parking on the streets/avenues surrounding the school.

POSITIVE BEHAVIOR and DISCIPLINE PLAN:

Allan Watson School believes in each person being the best he/she can be, and in working together to make that happen. We live in a world that operates under rules and regulations. No society, organization or group can function effectively without well-defined expectations and goals. These are necessary for the safety and well-being of all. Allan Watson School operates on the philosophy that all students have a right to learn. To do so, each student must be in a school climate that is satisfying and productive, without disruptive behavior by any student infringing upon the rights of others. Home and school share the responsibility for teaching appropriate, acceptable behavior. By working together we can promote positive student conduct. Discipline is essential in building accountability, responsibility, respect for others and the student's respect for him/herself.

Students must understand that they are responsible for their behavior and that any behavior that disrupts or detracts from the educational climate of the school is unacceptable. Any behavior that encroaches upon the rights of others is not responsible behavior. Allan Watson students are expected to follow reasonable expectations that are established for the benefit of the student body as a whole, as well as the community. The following “Code of Conduct” identifies the expectation for behaviour for all individuals in our school building:

ALLAN WATSON SCHOOL CODE OF CONDUCT

To promote a positive, safe and caring school environment all students, staff and visitors shall abide by the following:

All persons shall:

- **be honourable. This means that behaviour such as lying, cheating, and stealing of any kind will not be tolerated.**
- **demonstrate respect for all people and property. Physical and verbal abuse, or any intimidating or harassing behaviours will not be tolerated.**
- **express themselves without the use of profane language or offensive gestures.**
- **attend all classes on time and be prepared with the appropriate materials.**
- **not disrupt or behave in such a manner that negatively effects the learning environment.**
- **respect and follow direction from all persons of authority.**
- **not possess, use or distribute substances which are illegal or use legal substances in such a manner that is harmful to their bodies.**
- **dress in a manner that is consistent with school policy.**

CONSEQUENCES:

Students whose behavior is less than acceptable will be dealt with, at the classroom level, following a sequence of actions with the classroom teacher. If the unacceptable behaviors do not improve, the student will be referred to the administration for further action.

The School District has a number of policies that guide the school's actions on discipline matters. When behaviors become seriously disruptive and/or threaten the safety and well being of others, the parents/guardians are involved in the situation.

FAIR NOTICE OF THREAT/RISK ASSESSMENT:

Our School District believes in creating safe and caring environments for students and staff. Any incident where a student engages in behaviour which threatens or appears to threaten the safety of others will be investigated. Administrators can implement a Risk Assessment for behaviours that are worrisome including writing or drawings with violent themes; references to or involvement in violent activity at school; or an increased interest in activities that are deemed as dangerous to the safety of others. A Threat Assessment is implemented when a student threatens to kill or injure others, brings a weapon to school, or makes direct verbal or written violent threats to others. The Threat/Risk Assessment regulations are outlined in Policy 504.9 available in the School District Policy Handbook available at www.new.lethsd.ab.ca.

SEARCH AND SEIZURE OF SCHOOL OR STUDENT PROPERTY:

The board authorizes school principals, in connection with the enforcement of district or school rules, to carry out searches of student desks, lockers, clothing and personal property such as knapsacks, book bags or purses.

SPECIAL EDUCATION:

Many of our students receive the benefit of an Individual Program Plan (IPP). Policy mandates that parents must sign all student IPP's. Parents will be advised of this policy during our November Parent Teacher Interviews. Our Special Education Contact Teacher – Mr. Resler, will send documents requiring parent signatures home to those parents who do not attend the November Parent Teacher Interview sessions shortly after this date. Student advisors will follow-up on the return of these documents. Parents who have questions concerning student IPP's are asked to contact their student's classroom teacher or Mr. Resler directly.

STAFF MEETINGS:

Staff meetings are typically held on the first Friday of each month, however meetings may occur on alternative dates as required.

SUPERVISION:

Staff supervision is provided at Allan Watson School during each noon hour, during the breaks, and at all schools activities and functions in accordance with School District policy.

TRANSFERS/CHANGE OF ADDRESS:

Students who transfer or move during the school year are expected to inform the office.

VOLUNTEER DRIVERS:

All volunteer drivers must submit a completed “Volunteer Automobile Driver Authorization” form that can be obtained at the office. Where a volunteer driver is a student, parental permission is required for both the driver and all passengers. These special forms can also be obtained through the office.

HIGH SCHOOL COURSE REMOVAL POLICY:

It is the belief at Allan Watson that there is a direct correlation between attendance and achievement. With this belief in mind, the following policy has been developed:

At the end of the first reporting period for each semester, a student who has not attended 50% of the classes and who is not achieving an average of 25% academically, may be removed from that class.

In most cases, the student will be removed from the class unless extenuating circumstances are present and the possibility still exists for the student to be successful in the class. This decision shall be made by the school administration after consultation with the classroom teacher. Students who have repeatedly “skipped” classes and are “underachieving” shall be removed from the class. The student who is removed from the class, will be offered independent study classes or upgrade classes depending upon the needs and availability.

OTHER

ASSEMBLIES:

Throughout the year, full-school assemblies are held, where students, staff and community members are acknowledged for contributions they have made to the school and community. These assemblies are part of our “Awards and Recognition Program.”

Students are expected to behave appropriately at assemblies. We expect many visitors to our school and we are sure our students will be exceptionally courteous. Each student should do his/her best to ensure we build a good reputation with the visitors to our school. Hats or caps must be taken off during these assemblies.

AWARDS/SCHOLARSHIPS:

Each year a number of awards and scholarships are presented to outstanding Allan Watson School students. The following is a list of available awards and more detailed information about each award may be obtained from the administration.

Munchies Food Services: to the top academic student at each grade level; as well as, the most improved student at each grade level.

Occupational Component Awards: presented to the top student in each of the occupational courses.

Jeb Trotter Memorial Awards: to students at each grade level who have been outstanding in their commitment to their occupational placements.

Allan Watson Citizenship Awards: to students who have shown leadership and positive citizenship within Allan Watson School

KRJ Memorial Co-curricular Awards: to students who have shown continued sportsmanship and dedication during the noon-hour sports activities.

Ken Smith Memorial/Laidlaw Scholarship: to the student who has made positive growth while overcoming adversity.

D.R. Yates Award: to a high school student who has demonstrated excellence in the area of Fine Arts. Preference will be given to students pursuing a career in the field of the arts.

Anna Best-Marshall Memorial Award: to the student who has shown academic achievement, has been involved in school athletics and fine arts, as well as, actively involved in the community.

Grace A. Dainty Award: to a student for outstanding academic excellence.

John Smith Memorial Award: to the student who has gone out of their way to accept and help.



GRADUATION EXERCISES:

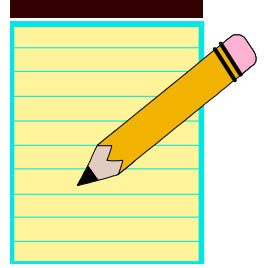
Lethbridge School District #51 recognizes and appreciates the significance of formal leaving ceremonies for twelfth-grade students. Graduation exercises at Allan Watson School will be held in early June. Depending upon the student's program, they may be awarded an Alberta Education High School "Certificate of Achievement" or an Alberta Education High School "General High School Diploma." Other students who have not met all the standards for certification, must have a minimum of 70 credits in order to participate in the convocation exercises. A student will receive his/her certificate as soon as Alberta Education has validated each student's course record.

PICTURES:

A commercial photographer is contracted each year to take individual pictures of all students. Those who wish to purchase a colored package of pictures at a pre-determined price may do so. Notice of the picture-taking day will be advertised well in advance. The school will arrange grade 12 graduation photo sessions.

CALENDAR OF EVENTS

2009 - 2010



August	26	Teaching Staff Start
	27	Welcome Back Breakfast
		District Staff Learning Day
	31	First day of school for students
September	4	September Staff Meeting
	7	Holiday – no school
	18	PD Day (District) – No School
	23	Parent Council Meeting
October	2	October Staff Meeting
		PD Day (School) – No School
	9	Progress Reports
	12	Holiday – no school
	14	Parent Council Meeting
	19	Work Experience – Round One Starts
	23	PD Day (District) – No School
30	Work Experience – Round One Ends	
November	6	November Staff Meeting
	11	Remembrance Day Holiday (No School)
	12 & 13	Fall Break – No School
	18	Parent Council Meeting
	20	Report Cards go home
	26	Parent-Teacher Interviews
	27	PD Day (School) – No School
December	4	December Staff Meeting
		PD Day (School) – No School
	7	Work Experience Round Two Begins
	17	Work Experience Round Two Ends
	21	Christmas Vacation Begins
January	4	First Day Back from Christmas Holidays
	8	January Staff Meeting
	13	Parent Council Meeting
	19	Last Day of Classes (Sem 1)
	20 - 28	Final Exams (Sem 1)
	29	Semester 2 begins
		PD Day (District) – No School

February	5	February Staff Meeting Report Cards go Home
	15	Family Day Holiday (No School)
	16 & 17	District Holiday – No School
	18 - 19	Teachers' Convention – No School
	26	PD Day (School) – No School
March	5	March Staff Meeting Progress Reports Home
	10	Parent Council Meeting
	12	PD Day (District) – No School
	15	Work Experience Round 3 Begins
	25	Work Experience Round 3 Ends
	26	PD Day (School) – No school
April	2	Holiday – Good Friday
	5 - 9	Easter Break – No School
	16	Report Cards Home
	22	Parent-Teacher Interviews
	23	PD Day (School) – No School
May	3	Work Experience Round 4 Begins
	7	May Staff Meeting PD Day (School) – No School
	12	Parent Council Meeting
	13	PAT – ELA Part A
	13	Friends of Watson Breakfast
	14	Work Experience Round 4 Ends
	21	PD Day (School) – No School
	24	Holiday – Victoria Day – No School
	28	Grad Breakfast
	29	Grad 2010
June	4	June Staff Meeting
	9	Parent Council Meeting
	11	Awards
	15 & 16	Diploma Exams
	16	Final Day of Classes
	16	Year End Activities
	17 – 25	Final Exams
	17	PAT - Social
	19	PAT - E LA Part B
	23	PAT – Science
	24	PAT - Math
	25 & 26	Diploma Exams
	30	Final Report Cards distributed (Report cards not picked up will be mailed home.)