

2021 -2022

*Henry Wise Wood
Student Handbook*

TABLE OF CONTENTS

Principal's Message:	4
Brief History Of Mr. Henry Wise Wood:.....	4
Vision Statement:.....	5
General Information:.....	5
Learning Commons:.....	6
Student Services & Programming:.....	6
Counselling Team:.....	6
Course Credits Earned In Junior High School:.....	6
Program Registration:.....	6
Additional Registration Information:.....	7
Success Center (Room 103):	7
Course Changes & Timetables:	7
Link Block/Wise Time:.....	8
Examples Of How Wise Time May Be Used Include:.....	8
Daily Bulletin:.....	9
Lockers:.....	9
Fees:.....	9
Late Registrations, Withdrawals, Transfers & Refunds:.....	9
Other Field Trips/Activity Fees:	9
International Baccalaureate Fees:	9
International Student Exam Fees:.....	10
Optional Fees – Yearbook:	10
Fee Payment Arrangements:.....	10
Textbook Policy:.....	11
School Procedures And Policies:	11
Attendance:.....	11
Academic Honesty Policy:.....	12
Achievement Assessment And Evaluation:.....	13
Henry Wise Wood Examination Policy:.....	13
Final School Examination Rules:	13
Exemptions:.....	14
Mark Appeal Process:.....	14

Behavioral Expectations:.....	16
Warrior Code Of Conduct.....	16
Dress Code:.....	18
Serious Misconduct:.....	18
Skateboards:	18
Smoking/Vaping/Edible Cannabis Products:.....	18
Student Parking And Driving Practices:	18
Safety And Security:.....	19
School Resource Officer:	19
Emergency Procedures:	19
First Aid Stations:	20
A.E.D. - Automated External Defibrillator:.....	20
School Nurse:.....	20
Student Activities:	20
Extra-Curricular Activities:.....	20
Athletic Program:.....	20
Link Crew:	21
The Warrior Shop:.....	21
Technology:	21
Digital Citizenship:.....	22
Printing For Students:	24
Student Cell Phone Use:.....	24
Student Recognition:.....	24
Honour Roll Criteria:.....	24
Scholarships:.....	25
Grade 12 Graduation Ceremony Requirements:.....	25

PRINCIPAL'S MESSAGE

The student handbook is an important document in a school. These parameters represent our best understanding of the behavioral and organizational structures necessary for fostering student achievement and growth.

The rules of a school arise from the shared values of the school community. As “a diverse learning community where all members will respect, encourage and recognize each other as we strive towards our personal best,” rules provide shared agreements to help us co-exist together to support student learning and the successful completion of high school by each Warrior.

As you read through this handbook, we encourage you to think about why each rule is in place - about the role these rules play in creating a shared school environment that supports student achievement and growth. Under the Education Act of Alberta, students in a school are accountable to follow the rules of the school.

If you have questions or want to discuss anything you read, we invite you to speak with your Assistant Principal or Principal.

Thank you,

Aileen Smyth
Principal

BRIEF HISTORY OF MR. HENRY WISE WOOD



- Alberta Pioneer
- Henry was born in 1860; his father was a prosperous farmer in Missouri.
- Henry operated successful farming operations in Missouri and Texas, but moved to Alberta in 1905.
- In 1909 he joined the United Farmers of Alberta (U.F.A.) and in 1911 he took out his Canadian Citizenship.
- Through his efforts to organize and unite Alberta farmers they became a major force both provincially and nationally.
- In 1923, through his efforts, the Alberta Wheat Pool was formed.
- After running candidates in the 1921 provincial election, the U.F.A. formed the government and Henry Wise Wood seemed the logical choice for premier, but he declined political office even though most Albertans regarded him as the most influential person in the province throughout the 1920's.

VISION STATEMENT

Henry Wise Wood Senior High School is a diverse learning community where all members will respect, encourage and recognize each other as we strive towards our personal best.

As members of Henry Wise Wood High School we will:

- Understand and appreciate differences within our community e.g. ability, race, culture, faiths, age, gender, and economics.
- Understand and appreciate the different ways and rates by which we learn.
- Accommodate these differences by using a variety of teaching and learning practices.
- Acknowledge that just as people learn in different ways, people teach in different ways.
- Define our immediate community as including all past and present students, parents/guardians and staff.
- Define our extended community as others who may have a vested interest or connection to the school e.g.: neighbours, feeder communities, local businesses and business partners.
- Work to create a sense of pride and belonging amongst all students, parents/guardians and staff.
- Welcome and include members of the extended community into the school.
- Communicate effectively with members of our immediate and extended communities in order to build understanding and support for the school and its initiatives.
- Provide opportunities to foster relationships between members of the immediate and extended communities.
- Cultivate trusting relationships based upon mutual respect.
- Treat each other with dignity and courtesy.
- Treat Henry Wise Wood School as an important place of learning.
- Motivate and support each other in our endeavours.
- Emphasize the development of positive, "can do" attitudes.
- Help individuals identify and utilize their strengths.
- Identify the variety of achievements, talents and abilities of members of the immediate community.
- Provide opportunities to honour these talents, abilities and achievements.
- Include members of the extended community in the acknowledgement whenever possible and appropriate.
- Realize that learning is a process that never ends.
- Recognize that each individual has an infinite capacity for growth.
- Promote the development of citizenship.
- Commit ourselves to the pursuit of individual excellence.
- Build and cultivate our School Development Plan Goals.
- Help students demonstrate personal growth.
- Embed character development into student learning to impact the culture of the school.
- Provide access to quality program supports that are responsive to student needs, shifting student and community demographics and community choice.

GENERAL INFORMATION

Learning Commons and Courtyard

As an integral part of the total educational program, Henry Wise Wood's Learning Commons/Courtyard caters to the educational requirements of the school and ultimately to the needs, goals, interests and creative potential of the individuals that it serves.

Expectations:

- Students respect the rights of others by maintaining an atmosphere conducive to learning
- Students earn the privilege of using resources, equipment and facilities by caring for them properly at all times.
- No food or drinks without secure lids are permitted in these areas

Learning Commons Services:

- Resources for assignments and personal interest:
Books (reference, non-fiction, fiction), audiovisual materials, magazines, newspapers, on-line databases, e-books, internet, educational software and video streaming.
- Computers, laser printing, photocopying, digital video and still cameras for in-school use, A-V equipment for class presentations.
- Borrowing privileges:
 - 3-week loan is standard with overnight loan available for reference materials, periodicals, and high demand materials.
- Hours of operation are posted on the door of the Learning Commons.
- Passwords for all electronic databases and resources are available in the Learning Commons. Electronic resources are available 24/7.

STUDENT SERVICES & PROGRAMMING

Counselling Team

For course, career, scholarship information, or personal counselling, students may access the counsellors in Student Services by making an appointment or by dropping in without an appointment during posted times. (i.e. Lunch)

Course Credits Earned In Junior High School

"Where senior high courses are offered at the Junior High school level, the planning for such courses should be based on collaboration between Junior High schools and Senior High schools. Junior High School teachers challenging students with Senior High school courses should consult with senior high school teachers to establish procedures that ensure consistency in implementing course outcomes and assessment standards." (Guide to Education, p. 114, Alberta Education).

Program Registration

Grade 10:

A program of **eight full courses** (40+ credits). English, Mathematics, Science, Social Studies, Physical Education and three options.

Grade 11:

1. A program of **7.5 courses because of CALM**. (CALM is 1 term only, 3 credits)
 - Grade 11 students may register in grade 12 Math/Science courses if space is available.

Grade 12:

1. A program of **at least six full courses**, (minimum of 3 full courses each semester). Students who have earned a

minimum of 75 credits at the end of grade 11 may consider one study period per semester.

2. Students may take grade 10 courses if space is available and only after meeting with their Assistant Principal.
3. Students to be eligible for their Alberta High School graduation/Diploma by June of grade 12 must complete their program by June or have a plan for completion by August of the school year to qualify for the Graduation List and participate in the Graduation Ceremonies. Students may take one summer school course. Student course load may have an impact on honor roll eligibility.
4. Any alteration to a student schedule – must be approved by school administration.

Additional Registration Information:

- Students who fail a core subject may receive a teacher recommendation to move to a lower level course at the next grade level. Retroactive credits will be granted when students pass the next course.
- Students at Henry Wise Wood are allowed to repeat a failed course. Priority is given to students completing courses for the first time or to students graduating.
- Students may register for one summer school course at Chinook Learning or CBe-learn.
- Students who wish to upgrade a mark in a passed course will be directed to Chinook Learning or CBe-learn. Families are welcome to investigate other online institutions and will be responsible for their own registration fees, communication with teachers etc.
- **Course Challenge:** this is a formal process established by Alberta Learning and the Calgary Board of Education (A.R. # 6021). Information is available from each course Learning Leader, Assistant Principal and Counsellor.
- **Continuing Grade 12s:** Students who are admitted to high school programs of studies are expected, in most cases, to complete their high school education in six semesters over three years. Grade 12 students who are in need of one or two additional semesters to complete their programs, are encouraged to speak with their Assistant Principal and/or guidance counsellor early in the school year. The deadline for students to apply for a fourth year of high school will be Mid-April 2021.

Success Center (Rm. 103)

The Success Center provides a flexible learning environment for students. This room is a multi –purpose space used to support a variety of student learning needs and initiatives. These include; course completion, credit recovery, on-line learning support, and other learning supports for all students and IPP programming. In addition to school wide supports, the Success Center also supports the ASD Cluster Program as well as complex learners through specific programming. Access to the Success Centre is coordinated by the Student Support team and classroom teachers based on individual student need.

COURSE CHANGES & TIMETABLES

Only critical timetable changes will be considered.

Timetable adjustments will be for critical changes only for the following

1. Timetable reads “See Counsellor”
2. Student lacks a pre-requisite course
3. Timetable is incomplete (courses missing)
4. Changes needed due to Summer School course (bring confirmation)
5. Changes from a higher academic stream to a lower academic stream as recommended by a teacher or on the report card.

Timetables:

As student timetables become visible in PowerSchool over the course of the summer, please note that timetables are subject to change right up to September 1, 2021. Due to the uncertainty on restrictions of how many individuals can gather in a public space, in-person timetable change requests will only be offered to Grade 10 students this fall. Grade 10 students wishing to make Critical Changes to their timetables counsellors will be available in the King Gym (main) from 9:00am – 3:00pm on your designated 'Passport to Success' day.

Grade 10 Students Wednesday August 25 Surnames ABCD, JKLM, STUV 9:00 am to 3:00pm

Grade 10 Students Thursday August 26 Surnames EFGHI, NOPQR, WXYZ 9:00 am to 3:00pm

*******Grade 11's and 12's will be able to have their pictures taken for their student photos and student ID Cards. Grade 11 and 12 students are asked to request timetable changes through the following course change request form. If grade 10 students cannot make it to the Passport to Success days, they are asked to use the form to communicate their critical timetable change request. [Course Change Request Form](#)**

Timetable adjustments will be for critical changes only. These include:

1. Timetable reads "See Counsellor" or "Add Course(s)"
2. Students lack a pre-requisite course
3. Timetable is incomplete or unbalanced
4. Changes needed due to CBe Learn/Chinook/Other Summer School course (bring report card)
5. Changes from a higher academic sequence to a lower academic sequence as recommended by a teacher or on the report card.

In accordance with Alberta Health Services and Alberta Education Covid-19 guidelines, if your counsellor needs to see you in person to discuss timetable concerns, a course named "See Counsellor" will be added to your schedule. Only those students will be seen during the first 3 days of school (September 1-3, 2021). All other timetable requests will be through the online course request form that will be available to students in late August.

LINK BLOCK

Link block is held on Fridays, approximately twice per month. This is an opportunity for students of all grades to build connections within their class and within the school. One Link block each month will be informational, and the other will be activity based. This year, we will be working together with a common fundraising goal!

For grade 10's, the transition from junior high school to high school will be eased with a welcoming environment where grade 11 and 12 students lead the grade 10 Link classes, encouraging community building and connection. Grade 11 and 12 Link Leaders will receive invaluable leadership and mentorship training. More connection = improved attendance, more responsible decisions, and enhanced school culture and Warrior pride!

WISE TIME

We have a twenty-minute flexible block – Link Block/Wise Time – in our Monday through Friday schedule. The purpose of this will be to allow students and teachers to work together in ways not practical within the previous time structure. Time will be used as an enabling factor, rather than a limiting factor.

Examples of how Wise Time may be used include

- Teachers can spend dedicated time with individual students or with small groups of students (this may be to support basic learning through 'extra help' or to extend learning)
- Students can have an opportunity within the school day to complete work and/or to work with other students;

students and teachers who are not currently in class together can meet and work together (this will facilitate IB Extended Essay work, allow students to complete learning from earlier semesters, students to get help from teachers they had in previous years, students to meet with teachers in connection with extra-curricular activities, etc.)

- Teachers in departments can offer their specialization or interests to all students (e.g. a teacher especially adept at helping students prepare for a certain type of assessment might offer 'workshops')
- Wise Time is instructional time. Teachers will be available during Wise Time and all students will be responsible to be working directly with a teacher; or
- Working in a supervised "public space" such as the Learning Commons or foyer
- With teacher approval, students can pre-arrange set times with other teachers as needed/requested.

TUTORIAL TIME NEW!

NEW for the 2021/22 school year. Each Monday-Thursday 8:40 am –9:00 am will be a 20 minute tutorial time. This is an additional opportunity for students and teachers to engage in meaningful learning outside of instructional time. Students are asked to arrive to tutorial prepared to use the time effectively. Students may be invited to tutorial time by their classroom teacher.

DAILY BULLETIN

Each day important information is posted in the Daily Announcements. The bulletin is available through our HWW D2L.

LOCKERS

Students have the option of obtaining a locker. Locker space and locks are provided for your convenience and your belongings. Many students use lockers as bulletin boards and students are reminded that material posted should be appropriate and non-offensive. Lockers are to be kept locked when not in use and only school-owned locks are to be used on school lockers. If a lock is not working, clear the locker and report the problem to the Business Manager immediately. Stay in your designated locker and do not invite others to use it. **Lock combinations should never be disclosed to others.** Lockers are school property and the school has the right to assign and inspect lockers. The school is not responsible for the loss of valuables such as personal electronic entertainment or communication devices. It is the student's responsibility to ensure that personal belongings of value are kept either at home or in a locked main locker. Phys. Ed. change room lockers are not an appropriate place to store items of value.

FEES

Fee information will be posted on our school website <http://school.cbe.ab.ca/school/henrywisewood>.

Late Registrations, Withdrawals, Transfers & Refunds

If a student transfers to another school in the Calgary Board of Education system, fees cannot be transferred to the new school. Refunds will be issued. For more information about refunds, please contact the Business Office.

Other Field Trips/Activity Fees

Parents/guardians will be notified regarding the cost of any additional individual field trips and activities as soon as the information is available. Costs will vary depending on activities and materials used.

International Baccalaureate Fees

The International Baccalaureate Programme, being a program of choice, charges students additional fees over and above regular program. HWW collects these fees and submits them to IB directly on behalf of all IB students. The fees for assessments and exams are collected in both Grade 11 and 12 depending on the students' registration in IB courses. Families will be invoiced for IB fees when they register in August for the 2021/2022 school year. Being a program of choice, there is no waiving of fees that would apply to these IB costs. Please note, once a student is registered into an IB course, it is a commitment that they will complete the external and internal assessments that are a component of the programme over the duration of the semester.

Students receive the following services:

- Comprehensive assessment using a wide range of assessment methods including moderated internal assessment and externally marked examinations
- Assessment by an international team of examiners and moderators, overseen by independent chief examiners
- Clerical checking of assessment material to ensure administrative accuracy
- Where appropriate, access arrangements and consideration of individual special circumstances
- Access to results one day after results are released to schools
- A printed diploma, diploma results or certificate (depending on their results)
- Transmission of results to universities worldwide, upon request

Grade 11:

Biology SL, Math SL, Philosophy SL (if taken in Grade 11)

Grade 12:

English HL, History SL, History HL, Physics HL, Chemistry HL, Math HL, French Ab Initio SL, Spanish Ab Initio SL, Visual Arts SL/HL, Film SL, Philosophy SL (if taken in grade 12).

The exact amount of IB fees varies slightly year to year due to factors such as inflation and international currency exchange rates. Below are the 2021 fees for IB Exams/Assessments:

IB Registration Fee - \$225

IB Fee (per course) - \$240

Exam & mailing fee \$175 per course

International Student Exam Fees

International Students writing Alberta Education Diploma Exams will be charged a fee for writing of \$50.00. Students must access myPass to register and pay for Diploma exams in December (or sooner) for January exams and in May (or sooner) for June exams. **A copy of the receipt must be provided to the main office.**

Optional Fees – Yearbook

The yearbook is an optional purchase. Orders are placed early in the year, so if students wish to obtain one the payment of \$42.00 is required no later than January 2022.

Fee Payment Arrangements

Parents are asked to make all fee payments using their My CBE Account. Fees will be assigned to students, based on their registered classes, by August, 2021 and parents are encouraged to make online payments after that time. If you wish to make payment arrangements, please contact the Business Office.

TEXTBOOK POLICY

Textbooks will be given out during class time in the first 3 days of the semester. Students must present their current student ID card to receive a textbook at any time. Each scanned book is linked to the student by their student ID number and is the sole responsibility of that student.

Students should print their name, teacher's name and semester neatly inside the front cover of all their textbooks to avoid mixing their books up with those of another student. It is extremely important that students keep track of their own books.

SCHOOL PROCEDURES AND POLICIES

Attendance

CALGARY BOARD OF EDUCATION Administrative Regulation 6020 - Attendance of Students. *The Calgary Board of Education believes that there is a strong positive correlation between attendance and effective education. Therefore, students registered in schools or programs shall attend regularly and punctually.*

Principles:

We believe that regular and punctual attendance is essential to student success. The Attendance Policy at Henry Wise Wood is based on the following principles:

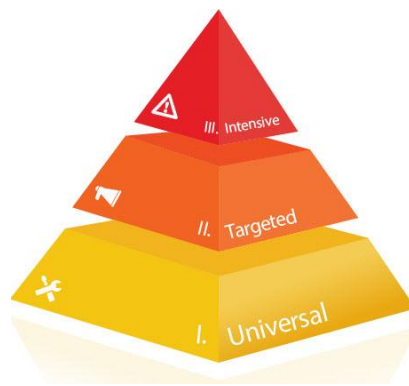
1. Regular attendance is the responsibility of the student and parent/guardian.
2. The role of the teacher is to encourage full attendance and support this by:
 - maintaining an accurate record of student attendance
 - sharing this information with students, and parent/guardians as required
 - reporting student attendance concerns to administration
3. The administration, with support from teachers, counsellors and parents/guardians, is responsible to work with students to resolve patterns of attendance that impact student success.

Guiding Priorities:

- Improve student attendance to support increased student achievement and success
- Activate teacher discretion by balancing flexibility with a clear guideline-based structure
- Build on our existing policies

Process

- I. When attendance or punctuality impacts student success, the following will occur:
 - Teacher: speaks with student, communicates with other teachers, communicates with parent/guardian (phone call, email)
- II. If no improvement in attendance or punctuality, then the following will occur:
 - Assistant Principal, Counsellor and/or Graduation Coach: meet with student and/or parent to create a support plan
 - The support plan may include: Student Learning Team Meeting, Wise Time, Period 5 (after school), Attendance meetings
 - Support plan will be shared with the Learning Team (teachers, parents, student)
- III. If there is still no improvement in attendance or punctuality the following will occur on a case-by-case basis:
 - In school or out- of -school suspensions, school -supported leave, program adjustments
 - Work with the student, teacher, and (possibly) others to set clear expectations



- Provide a written summary of the student's support plan and a plan of action to the teacher (s) and parent

Excused Absences:

Absences because of unavoidable causes, illness, and limited time for religious holidays celebrated by the family are excused. Students are responsible for work, assignments, quizzes missed during their absence. Students participating on a field trip (excused absence) are expected to plan accordingly and are responsible for any work missed in other classes.

Reporting Absences/Lates:

When a student:

- Leaves during the day- student must sign out at the Main Office. Contact with parent or guardian is required
- Is absent or late call the attendance line at 253-2261 (ext. 1)
- Is absent for an exam-parent contacts the teacher before the test or on the day of absence

Extended Absences (3-5 or more consecutive school days):

Extended Absences from school may jeopardize student achievement. Students and parents are asked to fill out a form notifying the school of any extended absence. This form is available from the main office.

Academic Honesty Policy

Students, parents and teachers value the pursuit of knowledge in an honest and challenging manner. Thus, students are expected to behave ethically as they learn with their peers, complete class work and assignments, prepare for and write examinations and participate in other assessments.

Academic Misconduct:

Academic dishonesty includes, but is not limited to, the following:

- Cheating or helping others cheat by using unauthorized materials and devices, sharing answers and communicating with others during a quiz/test/exam which includes, but is not limited to, whispering, passing notes, signaling, text messaging and exchanging test papers; writing examinations and quizzes for others; use of unauthorized technology such as cell phones or smart watches
- Acquiring and using or attempting to acquire and use confidential course and examination materials
- Using calculators inappropriately. Teachers will advise students about the kinds of calculators permitted and the types of information that can be stored. Calculators that have built in notes that cannot be cleared or any external support devices are not permitted
- Submitting or presenting the ideas and the work of others as your own (plagiarism).
- Appropriately quoted and paraphrased passages must be referenced to the original sources
- Tampering or attempting to tamper with grades and class records.

Consequences:

Academic dishonesty is a serious offence. Penalties may include, but are not limited to, the following:

- School suspension
- Loss of the opportunity for a particular assessment e.g. a zero grade on class work, assignment, quiz or examination
- A student may be given an opportunity to recover from this grade by completing additional assessments in appropriate circumstances
- Removal from course, program and loss of credits
- Suspension to CBE Student Services.

Achievement Assessment and Evaluation

The personalization of learning requires knowing each student through the thoughtful gathering and consideration of evidence of student learning. A varied body of assessment evidence provides information about the learner's strengths and areas for growth against well-understood learning outcomes from Programs of Study and/or Individual Program Plans. A variety of assessment methods are used, as appropriate to specific learning tasks. The ongoing assessment of learning may support teachers, students and families to understand how a student is progressing in learning and consider next steps. Teachers use professional judgment to evaluate a body of assessment evidence.

Course Outlines

During the first week of classes, students will receive a course outline. Course outlines communicate important information about a course; serve as a communication and planning tool between students, teachers, and parents. Elements of the course outline include: teacher contact information, learning outcomes, course content, instructional approach, course materials, achievement, (assessment, evaluation), mark breakdown, feedback and online mark updates through PowerSchool, plagiarism and cheating, appeal process and supports.

Feedback and Online Mark Updates: Students and parents are encouraged to access PowerSchool on a regular basis. Students and parents may contact teachers to discuss achievement.

Henry Wise Wood Examination Policy

The examination policy of Henry Wise Wood High School is designed to ensure examination consistency, fairness and security. Students in Grades 10, 11 and 12 are required to write their Final Examinations at the times stipulated in the January and June examination schedules. IB exams are in May. Exam schedules will be published on the Henry Wise Wood website when available.

FINAL SCHOOL EXAMINATION RULES

1. Admittance to the Examination Room and Examination Seating

Students may not enter or leave the examination room without the consent of the supervising teacher(s).

2. Student Identification

Students are required to bring school picture ID to write their examinations. If students do not have a school picture ID with them, a driver's license or passport will be sufficient.

3. Late Arrivals

Students who arrive more than one hour after the examination has started will not be allowed to write the examination. Students who arrive late but within the first hour of the exam start time may be allowed to write at the discretion of the Assistant Principal responsible for Examinations or the Principal. If permission to write is given, students will be escorted to the exam centre by an exam supervisor.

4. Writing Time

Students write a Final Examination within the specified time and may hand in the examination one hour after the exam start time.

5. Clothing and Bags

Students are advised to dress appropriately for exams. The gym is often cold in the winter and warm in the summer. All bags and backpacks should be left at home or placed in lockers during January exams and at home or in the hallways

during June exams.

6. Cell Phones or other unauthorized Electronic Devices

Cell phones or other electronic devices (such as electronic translators, smart watches, digital music players, iPods, etc.) are not permitted in the examination room. Students are to leave these devices at home, in the office, or in their lockers. If the supervising teacher(s) finds these items in the examination room, the student will be identified to the Assistant Principal, protocols will be followed, and parents contacted.

7. Approved Calculators

Calculators required for mathematics and science exams will be cleared as outlined by the Alberta Education policy. The covers of the calculators must be removed and placed on the floor below the student's chair.

8. Examination Security

Any breaches of examination security will be investigated, and consequences may result. Alberta Education is monitoring all diploma exams. All diploma examinations will be administered in accordance with the rules and regulations as outlined in Alberta Education Diploma Exam bulletin. <https://www.alberta.ca/writing-diploma-exams.aspx>

Exemptions

Diploma Examination exemptions are granted by **Alberta Education** only in exceptional cases or exceptional circumstances. Students must consult the Assistant Principal for direction if they intend to apply for an exemption to inform the school of the situation and obtain the correct forms for submission to Alberta Education. Alberta Education will make the final decision.

School Exemptions for non-diploma examinations:

Non-diploma examination exemptions are granted in exceptional cases or exceptional circumstances that prevent students from writing the exam and are beyond the control of the student and/or family by the Principal. Students must contact their Assistant Principal for direction if they intend to apply for an exemption. The Principal will make the final decision.

Rewriting Diploma Examinations:

Students who write a Diploma Exam for a second time, whether they are enrolled in that course or not, must apply online at myPass and follow the prompts. International Students writing Alberta Education Diploma Exams will be charged a fee for writing of \$50.00. Students must access myPass to register and pay for Diploma exams in December (or sooner) for January exams and in May (or sooner) for June exams. *A copy of the receipt must be provided to the main office to ensure a spot.*

Examination Conflict:

Students are to inform the teachers of exam conflicts. Through teacher/ student discussions, an alternate writing time/location will be confirmed and verified. Subject area teacher for which the exam is being moved will complete the Exam Conflict in collaboration with impacted teachers and submit the form to the Assistant Principal.

Mark Appeal Process

According to Calgary Board of Education Administrative Regulation #3018 Section 6 December 2005:

- 1. A student may appeal a school-based mark by following the school's school-based marks appeal procedures.*
- 2. The decision of the principal regarding school-based marks is deemed to be the final decision of the Calgary Board of Education.*

Appeal Procedures:

Published appeal days are designated at the end of each semester. A student who wishes to question a mark during or at the end of a semester must follow the procedures outlined below.

Students are responsible to:

- Complete and hand in work on time.
- Write tests or examinations at the assigned time.
- Communicate with the teacher.
- Have a parent/guardian communicate/explain any absence with appropriate support such as a doctor's note for Final Examinations.
- Make up any missed work. An explained absence does not excuse the student from work missed.
- Check in PowerSchool that class marks and interim reports are accurately recorded.
- Check in PowerSchool the posted final marks before the appeal date.
- Recognize that any absences will adversely affect achievement.

Teachers are responsible to:

- Provide each student a course outline.
- Communicate with students and parents/guardians.
- Inform students in advance of marking or grading criteria for assignments.
- Be knowledgeable about and follow department, school and CBE guidelines regarding student achievement.

Parents/Guardians are responsible to:

- Be informed about the achievement of their student(s).
- Attend Parent/Teacher/Student Conferences.
- Inform the school in writing of the reasons for a student's absence and provide appropriate support such as a telephone call for tests or a doctor's note for Final Examinations. (See exemptions)
- Recognize that any absences will adversely affect achievement.

Mark Appeals - Class Work:

Frequent and regular communication regarding student achievement is essential throughout the course of a semester. Students, parents/guardians and teachers are asked to follow the steps listed below.

- A student should speak directly to the teacher as soon as possible after receiving the mark.
- If the appeal has not been resolved by conversation between the student and teacher, parents/guardians are invited to speak with the teacher.
- In the unusual event that a student, parents/guardians and teacher cannot agree, any one of the parties may appeal to the Learning Leader who will:
- Work with the student and teacher to resolve the appeal.

In the extraordinary event that the situation is still unresolved, the Learning Leader will be informed and work with the Assistant Principal to resolve the appeal.

Mark Appeals - Final course marks:

- A specific appeal time is advertised each semester by teachers and by the school.
- For Diploma Examinations, the appeal is of the school mark (worth 70%) and occurs before the end of the classes each semester.
- Students must speak with teacher(s) prior to, or during, the advertised time.
- If the appeal is unresolved, the student makes an appeal to the Learning Leader during the appeal time.
- The Learning Leader informs and, as necessary, works with the Assistant Principal to resolve the appeal.
- The Learning Leader may resolve the appeal at that time **OR** may set up a later meeting to discuss the appeal at a mutually agreed upon time. The student should invite their parents/guardians to attend.
- If, after following the above steps one through four, an agreement has not been reached, a final mark may be

appealed in writing to the Principal.

- The Principal will reply in writing and that decision is final. This is Calgary Board of Education policy. **Parents/guardians and independent students are advised that the decision of the principal may be reviewable by the Minister under section 123 of the School Act.**

BEHAVIORAL EXPECTATIONS

Warrior Code of Conduct – *As a member of the Henry Wise Wood High School Community, I share the responsibility for maintaining a safe, tolerant and respectful environment. I will strive each day to be the best that I can be. I understand that this Code shall govern my behavior in school, to and from school and during extra-curricular activities.*

Henry Wise Wood is a smoke and vape free community. Our community includes school property, the surrounding playing fields and rink area. This also includes bus stops, riding on buses and any off-campus school sponsored activity. It is everyone's duty to keep these areas free of litter and smoking materials.

Under guidance of AR 6006 Progressive Student Discipline, the school utilizes a continuum of interaction supports and consequences while building on strategies that promote positive student behavior.

Calgary Board of Education – Student Code of Conduct - AR 6005

The Calgary Board of Education is committed to providing students and staff with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging. AR 6005 Student Code of Conduct 3 | 7

1. **Students have a responsibility under the School Act to respect the rights and dignity of others and to proactively participate in promoting and fostering positive relationships with others while:**
 - On CBE property
 - Participating in school activities
 - Traveling to and from school
 - Engaging in any electronic communication both on or off CBE property
 - In any other circumstances that may impact the school environment.
 - Contributing to a welcoming, caring, respectful and safe learning environment
2. **Students must comply with the School Act including:**
 - Being diligent in pursuing their studies
 - Attending school regularly and punctually
 - Cooperating fully with everyone authorized by the CBE to provide education and other services
 - Complying with the rules of the school
 - Accounting to the student's teachers for the student's conduct

Examples of acceptable behavior include, but are not limited to:

- Demonstrating respect for self, others and the school environment through:
 - Respecting differences in people, their ideas and their opinions, including when there is disagreement
 - Embracing all diversities
- Respecting the needs of others to work in an environment that is conducive to learning and teaching
- Respecting the rights of others
- Modeling positive social behaviors in all interpersonal interactions
- Being courteous and treating each other with dignity and respect
- Using positive and inclusive language
- Demonstrating good digital citizenship by using technology in ethically and responsible ways

- Taking responsibility for personal belongings and AR 6005 Student Code of Conduct 3 | 7 respecting the belongings of others
 - Demonstrating caring and compassion for others including:
 - Showing empathy, being considerate of others and their situation
 - Creating an environment of kindness
3. **Discrimination, bullying and harassment in any form will not be tolerated. Reports of bullying, harassment and unwanted behaviors or unacceptable conduct should be made in a timely manner.**
- Students have a responsibility to not participate in or tolerate bullying while on school property, participating in school events, traveling to and from school, or in any other circumstances that may impact the school environment.
 - Students who are subject to or a witness of bullying, harassment, unwanted behaviors, or conduct that interferes with maintaining a welcome, caring, respectful and safe environment, should report that conduct to a classroom teacher, guidance counsellor, or any other staff member with whom they feel comfortable.
4. **Students may be held accountable for behavior that impacts the school beyond the hours of school operation when their conduct detrimentally affects the personal safety and well being of individuals, the learning environment, or the effective operation of the school.**
5. **Students are expected to follow the electronic device policy. Cell phones and other small electronic devices are permitted, provided the following conditions are adhered to:**
- Electronic devices are brought at the student's own risk.
 - Any expenses incurred by the use of any personal electronic device are the sole responsibility of the student and the student's family.
 - In an emergency situation, students agree to not use the devices until permission has been received from the school Principal.
 - Students can use cell phones during class time and for related classroom activities unless otherwise directed to do so by school staff.

Unacceptable Student Behaviors:

Students engaging in conduct that does not contribute to a welcoming, caring, respectful and safe environment may be subject to discipline up to and including ticketing, suspension or expulsion.

Examples of unacceptable behavior include, but are not limited to:

- Disruptive or dangerous behavior and defiance of authority
- Encouraging unacceptable conduct and engaging in conduct which endangers others
- Any conduct which is injurious to the physical, social or mental well-being of others Use, display or distribution of improper, obscene or abusive language, messages, gestures or pictures
- Discriminatory behavior
- Use of technology such as computers, cameras, cell phones, and other digital equipment for purposes that are illegal, unethical, immoral, or inappropriate AR 6005 Student Code of Conduct 4 | 7
- Theft, including theft of identity and intellectual property
- Use, possession, distribution, or collection of money for illicit drugs, alcohol, or inhalants in school, on school board property or in the context of any school-related activity
- Willful damage to school property or the property of others
- Involvement in the formation of or affiliation with gangs or other groups which negatively impact the school environment
- Hazing and initiation activities
- Use, possession, sale, distribution of or active contact with a weapon on a student's person, on or in the vicinity of school board property
- Interfering with the orderly conduct of classes or the school

- Criminal activity
- Failure to comply with CBE Student Code of Conduct
- Failure to comply with section 12 of the School Act. Bullying

Dress Code

A school is a public place with a clear purpose. It is a community in which members have the right to feel comfortable and safe yet free to express them as long as that expression is not in conflict with others' right to feel comfortable and safe. Dress choices should not interfere with student learning. Our policy has the following elements:

- An understanding that all members of the school community have the right to feel comfortable and safe, and have the right to individual expression that is not in conflict with others' rights to feeling comfortable and safe or their rights to an appropriate learning environment.
- Students' dress should be appropriate to the common activities in a school; that is, they should be comfortable and generally non-distracting to others
- If a teacher feels that a student is dressed in such a way that others in the community might reasonably find offensive or that might reasonably make others feel uncomfortable, that teacher will have a private conversation with the student to discuss his or her concerns. If the concern is minor, the teacher will simply ask that the student consider that perspective of others when making wardrobe choices. If the concern is more serious, the teacher will involve an administrator in the discussion, which may conclude in the assistant principal or principal directing the student to make a different wardrobe choice. In these cases, we will include the student's parent/guardian in the conversation.

Serious Misconduct

CBE schools take firm and decisive action with students who cause or threaten harm to persons or property. When found responsible for serious misconduct, students face formal suspension or referral to police. (See Warrior Code of Conduct and AR 6006 Progressive Student Discipline)

Skateboards

School Board regulations prohibit the use of skateboards on school property.

Smoking/vaping/edible cannabis products

Use of alcohol, marijuana, edible cannabis products, and non-prescription drugs are prohibited on school property. Smoking is not permitted anywhere on school property. Provincial law and CBE regulations provide for fines and/or suspension for non-compliance. Cigarettes / e-cigarettes / vapes will be confiscated from students under the age of 18. Violators will result in a ticket or suspension or both.

STUDENT PARKING AND DRIVING PRACTICES

- Students are expected to drive in a safe and courteous manner at all times. Failure to do so will result in the withdrawal of parking privileges, contact with parents/guardians and the School Resource Officer and/or suspension.
- Students' vehicles must be parked in the student designated areas only.
- All vehicles parked on Henry Wise Wood property must be registered at the school. Proof of registration along with a parking tag displayed in the front window is required.
- Drivers use the parking lot at their own risk.
- The school is not responsible or liable for losses or damage to vehicles or their contents while in the school parking lot.
- A parking tag may be purchased at the Business Office at a cost of \$40.00.

- The parking tag is to be placed on the rear-view mirror or dash of the registered vehicle.
- The tag must be visible to be valid. There will be a replacement cost for lost/stolen parking tags. Vehicles not displaying the proper parking tag or parked illegally will be ticketed.
- Loud stereos are not permitted as they disrupt class instruction and neighbors.
- Failure to follow rules related to vehicle registration and parking in the student lot will result in loss of parking privileges.
- As part of our good neighbor policy, we would ask students not to park their vehicles in the community or at the Kingsland Shopping Centre.

SAFETY AND SECURITY

School Resource Officer

We have a School Resource Officer at Henry Wise Wood High School. Their job is to help students feel safe and secure, as well as to help support and guide students through any difficult situation. Our SRO is an extra resource here at the school and really enjoys working with young people. Our SRO has an office located in the main hallway across from the main gym. Please feel free to stop in and say hi to them anytime, you don't have to be in trouble!

Emergency Procedures

As part of Henry Wise Wood's school emergency preparedness, fire, lockdown and other related drills will be conducted in each semester.

Fire Drills: Students are expected to fully cooperate with staff for a safe, quick, and orderly evacuation in the event of a fire alarm. Students, who are not accompanied by a staff member during a fire alarm, are expected to evacuate the building via the nearest exit, in a safe, quick, and orderly manner, and to remain at a safe distance outside the building until they are signaled to return. If possible, students should check in with a staff member on the south side of the building.

Lockdown Drills: It is required that the Principal or designate will initiate at least two school lockdown drills each year with a clear and precise announcement on the PA system.

Student expectations in a lockdown situation:

- If you are outside the building and you hear about the lockdown (outside bell will ring continuously), stay outside and alert others. Be aware of the situation around you. If a teacher is in the vicinity, accompany them to an alternate, secure location. Cooperate and remain with the teacher and other students until you receive the "all clear". If a staff member is not in the vicinity, go to a secure location away from the school and remain there until you are certain that it is safe to return. If you are in the building, go to a secure area and close the doors and windows. Parents/guardians and other guests should not enter the building whenever our outside bell is ringing continuously.
- If you are already in a secure area in the building, stay there, even if you are not accompanied by a staff member. Cooperate fully with all staff in the building for your own safety and for the safety of others.
- Do not use the classroom phone, cell phones or computers. It is essential to remain calm and quiet.
- Wait for further instructions.

Emergency Communication Blackout:

In the event of an emergency or critical incident, students will follow administrators' and staff members' direction to observe a communication blackout until the emergency is resolved. This may include students giving their devices to a teacher during the incident.

First Aid Stations

There are numerous First Aid Stations located on all three floors around the building. They are clearly indicated by a white cross outlined in red. Many school staff and administration are updated and trained in Standard First Aid every year.

A.E.D. - Automated External Defibrillator

An Automated External Defibrillator (AED) is mounted on the wall in the hallway directly across from the main office doors. It is used to treat the most common causes of sudden cardiac arrest. The AED should be used to treat someone you think may be a victim of Sudden Cardiac Arrest. A person in SCA does not respond when shaken and is not breathing normally. The AED is an automated device and will give the user instructions about how to proceed. It is best if someone who has been trained in CPR uses the AED.

School Nurse

Henry Wise Wood is fortunate enough to have a school nurse who visits once a week. Parents, teachers and students are welcome and encouraged to drop in to room 127 for any health-related questions or concerns.

STUDENT ACTIVITIES

Extra-Curricular

School life is as interesting and rewarding as students, individually and collectively, are prepared to make it. There are a variety of opportunities available to students at Henry Wise Wood to be involved in student-driven activities. Please visit our website for more information.

Some things that you might expect when involved in extra-curricular activities:

- Information concerning these various activities is provided through the Daily Bulletin, school website, school app, Wednesday Warrior, the school newsletter, special posters, student assemblies and Club week.
- Student interest and support determines the success, failure, and ultimately the continuation or termination of each extra-curricular activity.
- Parent Consent Forms must be completed ahead of time for all off-campus trips.
- A student or volunteer in violation of the Calgary Board of Education Policy regarding drugs and alcohol while at school or representing the school, will face suspension.
- Volunteer Drivers must complete the Volunteer Driver Form prior to transporting self and students to off-campus activities.

[Athletic Program:](#)

The real value of participation in sports is the journey – not the destination; it is the hours of training, determination and self-discipline. When the competition is done, the reward left behind is the character you build forever

- All aspects of the interscholastic sports program should be conducted in a manner which will reflect positively on Henry Wise Wood High School; this includes participants and supporters.
- The Interscholastic Program should reflect "**pride, respect and excellence**" and as such, we would expect observers to view our teams as proud representatives of the Henry Wise Wood High School Athletic Program.
- As individuals and as teams, this sense of pride will be exhibited through the attitude and behavior of all participants and spectators. When leaving the competitive field, no matter what the score, all should be

satisfied with the performance and demonstrate good sportsmanship.

- High School Athletics are an integral part of the total educational process. Participation in athletics is a privilege - not a right.
- Representatives of the school in athletics must be students in good standing.
- We stress the importance of "**respect**" for teammates, opponents, coaches, and officials.

The interscholastic sports program will be conducted on a user pay basis in a manner consistent with the objectives, regulations and policies of the Calgary Senior High School Athletic Association and the Alberta Schools Athletic Association.

LINK CREW

LINK CREW is a high school transition program that welcomes new grade 10 students attending Henry Wise Wood High School and makes them feel comfortable throughout the first year of their high school experience. Our goal is to provide a structure in which students make real connections with each other thus increasing school safety and inclusion.

Our new Grade 10 students receive the star treatment! Each new Warrior Homeroom will be matched with two Link Leaders (Grade 11 and 12 students) who will take care of them as they move through the first year of high school. Our senior Warriors will act as positive role models, motivators, and mentors who help guide our Grade 10s as they discover what it takes to be successful in high school. Link Crews will meet on the first day of school and then regularly throughout the year, both during Link Blocks (in the timetable), at school events, and informally.

The Link Crew program benefits our Grade 10s by helping them to feel safe, informed, and connected. Link Leaders (Grade 11 and 12s) benefit through the leadership training they receive, and through the experience of mentorship. The whole school will benefit through a more supportive and positive school climate and culture. We are really excited to bring this program to our Warriors! If you have any questions regarding Link Crew, please contact [Ms. Groat](#).

THE WARRIOR SHOP

The Warrior Shop is a kiosk located in the front foyer that is operated by students from Henry Wise Wood. The school store is open during the lunch hour where students can purchase an array of healthy snacks, beverages and treats. The Healthy Hunger lunch program, is also distributed through our Warrior Shop. Set up your Health Hunger account and the shop takes care of the rest. Show your school spirit by purchasing your Warrior Wear through the store. We hold 2-3 online stores to purchase from with an array of items; in the shop we have a small selection which includes a choice of crewneck sweatshirts, T-shirts, and lanyards.

TECHNOLOGY

Digital Citizenship

Henry Wise Wood's wireless network allows student and guest users to log in up to three personal devices at once. In order to access the school computers, and the school wireless network, students must agree to follow the Acceptable Use Policy (AUP).

Although not a complete list, the following is a good summary of the network guidelines, which students must follow:

1. No gaming whatsoever unless for educational purposes under supervision and with consent of a teacher.
2. Students must not download and/or install programs or other applications on school computers.
3. Students are not to tamper with either hardware or computer settings.

4. Students are allowed to use personal memory storage devices, but they must ensure that they are free of illegal content and/or viruses. Students are to keep their passwords secure and personal. No student is to log in and allow another access to their account, nor shall another student use an account that is not theirs.
5. Any attempt to engage in hacking, cracking, password stealing, accessing secure network areas or other actions which compromise the school or CBE network is a serious matter, and will result in severe consequences.
6. Students are not to visit websites that are of an inappropriate nature for school use.
7. Students must exercise discretion when posting personal information, pictures, videos or commentary about themselves and are not to post information about other CBE students and staff.

Failure to abide by the AUP may result in the following disciplinary action:

- Withdrawal of account privileges
- Suspension of account for a period of time
- Referral to school administration and possible school suspension

Use of Social Media

Each user of Social Media shall:

- Use ethical and respectful behavior when conversing or posting material;
- Not disclose or post confidential, personal or sensitive information pertaining to the CBE, themselves or other persons, including but not limited to family members, teachers, students or friends;
- Respect intellectual property rights of others and fair use of content;
- Ensure postings and/or communications are professional, in good taste, made in a positive tone, exercise good judgment, and do not reflect negatively on the CBE, its students, teachers, staff, Trustees or other stakeholders.
- CBE Administrative Regulation 1067

Learning Commons

Henry Wise Wood's Learning Commons is where students and teachers may take advantage of some of the latest technology available to schools. Many computers are designated for students to use at any time, while the largest sections of the lab are reserved for classes.

The integration, infusion and innovation of technology in schoolwork and classroom practice are encouraged in the lab.

Acceptable Use Policy (AUP) for Network Information Resources

Statement of Purpose

Henry Wise Wood High School aims to help each student become a competent, productive and self-directed young adult through the pursuit of learning. Our school provides an excellent learning and information resource via our internet access, networked computers and L.A.W.N. (Learner Access Wireless Network). However, in order to effectively and safely use these resources, students and parents must be aware of a few facts and rules.

L.A.W.N. Internet Filtering and Caution

Henry Wise Wood is a school of excellence and has a rich academic tradition. In order to facilitate maximal learning, we are a CBE Level 3 school which means that we have the least restrictive internet filtering possible. Students are able to research with very limited restrictions and can therefore reach some questionable content. At the high school level, students are expected to be responsible, exercise personal due diligence, and ensure that the following guidelines are upheld:

- Students are not to actively seek out and visit inappropriate websites. These include websites that contain pornographic, hateful, racist, criminal, or any activity deemed inappropriate by HWW staff. Should a student accidentally encounter such a website, they are to leave that site immediately and inform the teacher.
- Students must recognize that the internet is a huge source of misinformation as well as information. Students researching information should be careful to consider the source of such information, using reliable non-commercial sites, as well as getting multiple sources to verify information.

Gaming:

- Computer gaming is not permitted at HWW. Gaming can and does compromise network memory, internet speed and represents the loss availability of computer access for another student who might need one. Therefore, students are NOT ALLOWED to game using school computers unless that gaming is connected to curricular content and expressly allowed by a teacher for an educational purpose.

Social Networking and Communication:

While currently social networking websites are not strictly disallowed, their use is not condoned. If a student is on a social networking website, the following guidelines must be followed:

- Students must ensure that privacy settings are maximized to avoid unwanted solicitations or viewing by others whose motives may be questionable.
- Posting of specific personal information is not allowed.
- Students will not post personal information about other people, including family members, fellow students, teacher or friends.
- Internet predators exist who misrepresent their age, sex or personality in order to meet children and young adults. Students should under no circumstances meet with an internet acquaintance without parent or guardian permission, and with adequate supervision.
- Students will not engage in cyber bullying, which is defined as the "use of communication technologies to support deliberate and hostile behavior by an individual or group that is intended to harm others." This may include sending hateful or insulting remarks to others, posting unwanted pictures for others to see on the internet, sending threats or even as simple as continuing to send e-mail to someone who has requested no further contact. Cyber-bullying is a criminal act and will be dealt with accordingly.

Network Monitoring:

Students and parents should be aware that electronic logs are kept. They record who, when and what occurs on the CBE network and CBE devices. All CBE network accounts are subject to reasonable search. Users of the CBE network are not anonymous. Moreover, many HWW computers have monitoring software enabled that allows teachers to view a student's activities.

Other Expectations:

- Students are not to use HWW computers to post, send or download inappropriate material.
- In general, students must understand that all rules of expected conduct, appropriate language, fair and respectful comments, and responsible behavior of a CBE student apply also to their conduct in using CBE computers and the school network. The consequences for breaking those rules may result in the limitation or withdrawal of the privilege of having access to the CBE network and of having Internet access.
- The CBE and staff of Henry Wise Wood High School are not responsible for any loss of damages associated with its network, including losses associated with interruptions in service or loss of data.

Consequences:

If a student fails to comply with the Acceptable Use Policy, school disciplinary action may result and will follow the normal course of fair and accountable administrative process. Some forms of school-based responses to students for failure to use the supported network appropriately may include:

- Use of Internet only with direct supervision
- Suspension of network and Internet privileges.
- Cancellation of network and Internet privileges.
- Expulsion from school.
- Legal action.

Student Cell Phone Use

Henry Wise Wood recognizes the changing educational realities of our learners. In response to concerns expressed by students, staff and parents about the policy on the usage of electronic devices such as laptops, phones, and tablets that can access a wireless network, the following expectations apply:

- During class time, the use of these devices for educational use is strictly up to the discretion of the teacher.
- Outside of class time, the responsible use of these devices is permitted.
- For the protection of all individuals' privacy, the use of these aforementioned devices is not permitted in locker/change rooms or washrooms.
- Quizzes, tests, exams, and Diploma Exams all have their own rules and expectations about the use of such electronic devices. Students are expected to familiarize themselves with these policies.

Digital Citizenship at the CBE

Digital citizenship is about using technology and participating in digital environments. It is key to helping our students learn to use available technology responsibly in the classroom and beyond. Our school has a Digital Citizenship Plan that is updated annually, addressing how we work to build a community where we live and work together as digital citizens.

Visit the CBE website to learn more on [how we support students develop online safety skills and learn to be good digital citizens.](#)

Printing for Students

We encourage students to print responsibly throughout the school year. Each student will begin the year with \$15.00 in a print account. This will cover the cost of approximately 250 black and white pages or 90 color pages. Once this \$15.00 is depleted, students will have the option to visit the Business Office to purchase additional pages.

STUDENT RECOGNITION

Honour Roll Criteria

Determination of Honour roll and Honour award students will use the same criteria.

- Honour roll lists will be published at the end of the semester.
- Honour roll lists will be posted in the main foyer.
- There will be 2 levels of Honour Rolls and Honour Awards:
- Honours with Distinction 90% – 100%
- Honours 80% - 89%

- To be considered for Honours, Grade 10 students must complete a minimum of 7 courses and 35 credits, Grade 11 students must complete a minimum of 6 courses and 30 credits, and Grade 12 student must complete a minimum of 5 courses and 25 credits. Please note that only courses completed and graded at Henry Wise Wood will qualify for the determination of Honours.
- Any failing mark excludes the student from achieving a place on the Honour Roll or receiving an Honours' Award from the school.
- All averages reflect school marks. Diploma Examination marks are not included. Averages will be calculated on a credit weight basis.
- Honour winners in Grade 12 will have achieved Honours with Distinction for all three years of high school. Honour winners will have their names printed on an Honour Scroll, which is posted in the main foyer.

Scholarships

Scholarship information is posted on our website under the Teaching & Learning - Exams & Grad. Information is updated monthly.

GRADE 12 GRADUATION CEREMONY REQUIREMENTS

Students must be registered in courses that enable them to complete their specific program by June. Program completion may include:

- A High School Diploma – 100 credits
- A Certificate of Completion – 80 credits
- An ELL, ACCESS or PLP program **OR**
- Demonstrate they have a plan for completion of their program by the end of August. (Limited to enrollment in a 5 credit Summer School Course).